

DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH
Established under The Desh Bhagat University Act, 2012 (Punjab Act No. 15 of 2013)

No.DBU/Reg/2025/ 2697

Dated: 12/11/2025

NOTIFICATION

In compliance of UGC D.O. No. F.12-5/2024 (FNT/NET) – Fee Nivaran (Notice) dated 27 October, 2025, the Competent Authority is pleased to notify the following **“Regulations for Refund of Fee on Cancellation of Admission - 2025”** These Regulations govern the refund of fees upon cancellation of admission by a student at Desh Bhagat University.

1. Purpose

These Regulations outlines the procedures for students who wish to cancel their admission after paying fees at **Desh Bhagat University**. The policy ensures transparency, fairness, and adherence to guidelines issued by the UGC from time to time.

2. Applicability

These Regulations shall apply to all students admitted to any program under any mode including Online Learning, and Open & Distance Learning (ODL) modes of Desh Bhagat University.

3. General Guidelines

- The refund of fees will be processed only after receiving a **written request or Email for cancellation** of admission from the student (or parent/guardian) addressed to the **Admission Office**.
- The date of refund calculation will be based on the date, the written request is received by the University.
- All refunds shall be made through **bank transfer** to the student's or parent's account within **45 working days** after receiving the request from the student.


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MANDI GOBINDGARH (PB.)

3. Refund Eligibility Structure

S. No.	Stage of Admission Cancellation	Refund Amount (Tuition Fee)	Remarks
1	15 days or more before the formally notified last date of admission	100%	Application and admission charges non-refundable
2	Less than 15 days before the formally notified last date of admission	90%	10% deducted towards administrative and processing costs
3	Within 15 days from commencement of classes	80%	20% deducted towards administrative and processing costs
4	30 days or less after the formally notified last date of admission	50%	50% of the tuition fee refunded
5	More than 30 days of commencement of classes	No refund	The entire fee shall be forfeited
6	Admission cancelled due to non-fulfilment of eligibility criteria or document verification failure	100%	Full amount including processing fee refunded
7	Admission cancelled by the University due to insufficient enrolment or course discontinuation	100%	Full amount including processing fee refunded

Note: Registration fees and entrance examination fees (such as DBEST & Prospectus Fee, etc.) shall be **non-refundable** at all stages.

5. Non-Refundable Components

The following components are **non-refundable** under any circumstances:

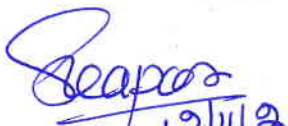
- Application fee
- Registration fee

These are not applicable on (6) & (7) point in refund structure

- Hostel and mess charges (if availed for part of the term)

Upon cancellation of admission, the student must pay at least one month's hostel fee, irrespective of whether their stay in the hostel was for just 1 day or up to 29 days.

Any service or convenience charges paid to third-party portals


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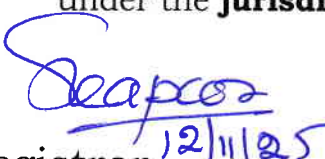
6. Refund Procedure

1. The student must submit a **written request** or **email** for refund, along with:
 - Admission receipt
 - Valid ID proof
 - Bank details for refund (with a cancelled cheque copy)
2. The **Accounts Department** and **Admission Office** shall verify all submitted documents and eligibility for refund.
3. The approved refund shall be credited within **45 working days** after receiving the request from the student.

7. Special Provisions

1. Refunds are applicable **only to payments made directly to Desh Bhagat University**.
2. Fees paid to third-party admission partners, franchise centers, or online portals must be claimed directly from those entities as per their respective refund policies.
3. The University reserves the right to modify or amend these Regulations in accordance with **UGC or Government of India notifications** issued from time to time.
4. Any disputes or legal matters arising out of refund claims shall fall under the **jurisdiction of the courts located in Punjab, India**.

Registrar


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