

Fee Refund Policy 2024-25

1. **Eligibility:** Refunds will be made to students cancelling/withdrawing within the time frame as prescribed in Fee Refund Policy of the University Grants Commission (UGC).

2. **Request:** Students seeking a refund on account of cancellation/withdrawal of admission should follow the prescribed procedure. They are required to submit a written refund request to Principal.

3. **Refund Calculation:** The refund amount will be calculated based on UGC refund policy. A full refund of fees shall be made on account of all cancellation of admissions/migrations of students up to September 30, 2024 and with a deduction of not more than Rs. 1,000, as a processing fee, up to October 31, 2024.

For any admission schedule extending/commencing beyond/after October 31, 2024, the provisions contained in the UGC Notification issued in October 2018 on Refund of Fees and Non-Retention of Original Certificates shall apply (reproduced below for ready reference):

Category Percentage of Refund of Fees

Point of time when notice of withdrawal of admission is received in College of Law, IPS Academy

1. 100% 15 days or more **before** the formally notified last date of admission
2. 90% Less than 15 days **before** the formally notified last date of admission
3. 80% 15 days or less **after** the formally notified last date of admission
4. 50% 30 days or less, but more than 15 days **after** formally notified last date of admission
5. 00% More than 30 days **after** formally notified last date of admission

4. **Policy Amendments:** IPS Academy, Indore reserves the right to modify or update the refund policy as may be necessary from time to time as per Academy policy and UGC norms. Any changes will be communicated to students through official channels, and the updated policy will apply to refund requests received after the effective date of the change.

5. Continuance of Policy: This policy will remain in force for subsequent academic sessions until the issuance of a revised policy by the UGC. Latest UGC Fee Refund Policy is appended below for ready reference.

Contact Details

For any queries, grievances or concerns related to fee refunds, students can reach out at the details below.