



sri venkateshwarraa

Medical College Hospital and Research Centre

CREATING HEALTHIER SOCIETY



(Affiliated to Pondicherry University, Puducherry)

No.13-A, Pondy - Villupuram Main Road, Ariyur, Puducherry - 605 102. Tel : 0413-2260601, Website : svmchrc.ac.in

Ref. No.697/ME-1/Fee Refund/SVMCH&RC/2025

Dt. 10.06.2025

CIRCULAR

Fee Refund Policy 2025-26

In reference to the University Grants Commission (UGC) Circular No. F.2-71/2022 (CPP-II) (C-114546) dated 12th June 2024, the following refund of fees policy shall be applicable to students for cancellation of admission and refund of fees

- Students shall be eligible for a full refund of fees within the specified period to allow them the flexibility to choose a course of their preference.
- Irrespective of any previously issued guidelines/prospectus/notifications/schedules, a full refund of fees (excluding a processing fee of ₹1000) shall be made for all cancellations or migrations of students up to **30th September 2025**.
- A refund with a deduction of ₹1000 as processing fee shall be applicable up to **31st October 2025**.

For any admission schedule that extends or commences beyond **31st October 2025**, the provisions of the UGC Notification on Refund of Fees and Non-Retention of Original Certificates issued in **October 2018** shall apply (reproduced below for ready reference).

Percentage of Refund of Fees	Point of time when the notice of withdrawal of admission is received
100%	15 days or more before the last date of admission
90%	Less than 15 days before the last date of admission
80%	15 days or less after the last date of admission
50%	More than 15 days but 30 days or less after the last date of admission
00%	More than 30 days after the last date of admission

This policy will remain in force for this academic session until the issuance of a revised policy by the UGC. It is noted that the UGC has notified the Redressal of Grievances of Students Regulations, 2023, wherein "delay in or denial of the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus subject to guidelines if any issued by the Commission from time to time" has been defined as one of the grievances. In addition to the Fee Refund Policy of UGC for medical, the policy that may be prescribed from time to time by the Regulatory Authorities, Admission Committee of the State Government, High Court and Supreme Court will also be followed.

S. No
10/06/25
DIRECTOR

Admin Office : 31-B, J.N. Salai, 100 Feet Road, Thirunagar, Vadapalani, Chennai - 600 026.

Ph : 044-23621422, Email : retchennai@gmail.com