

OFFICE OF THE REGISTRAR
APEX PROFESSIONAL UNIVERSITY
PASIGHAT SMART CITY

No: REG/NTFCN/22/20/04-26/051

Date: April 09, 2026
Chaitra 19, 1948

FEE REFUND POLICY

The UGC has issued guidelines vide letter No. F.2-71/2022(CPP-II) (C-114545) dated 12/06/2024 regarding the refund of fees on cancellation of admission. The order states that this policy shall remain in force for subsequent academic sessions until a revised policy is issued by the UGC.

In this context, the refund of fees in all cases of cancellation of admission from the academic 2024–25 shall be as per the details given below:

Category	Percentage of Refund of Fees	Point of Time When Notice of Withdrawal is Received
1.	100%	15 days or more before the formally notified last date of admission (<i>i.e. 31st July</i>)
2.	90%	Less than 15 days before the formally notified last date of admission (<i>i.e. 31st July</i>)
3.	80%	15 days or less after the formally notified last date of admission (<i>i.e. 31st July</i>)
4.	50%	30 days or less, but more than 15 days after formally notified last date of admission (<i>i.e. 31st July</i>)
5.	0%	More than 30 days after formally notified last date of admission (<i>i.e. 31st July</i>)

Non-Refundable Fee:

- a. Withdrawal requests made after the due date shall not be eligible for refund of Program fees. However, any security deposit shall be refunded in full. Amount paid for obtaining Application fee, Processing fee, Entrance fee, Late fee, Programme Transfer Fee, Migration fee etc. is non-refundable under all circumstances, unless in specific are prescribed as refundable
- b. If in any case, a candidate has unknowingly or wilfully concealed or suppressed any information or fact or if found impersonating or using any fraudulent means for getting the admission to the University or for obtaining scholarship, which renders him ineligible for the admission and/or scholarship, the admission of such an applicant shall be cancelled and/or he/she will be liable to disciplinary action(s) as decided by the University and/or as per the law of land. That candidate shall have no claim of refund of fee & other charges already paid or otherwise, whatsoever against the University. Fee and other charges, including amount paid for provisional registration, paid by the candidate shall stand forfeited and the candidate shall further be liable to pay the fee and other charges for the remaining or entire duration of the programme
- c. In case a fresher student leaves **after 30th August** or withdraws or leaves in the midstream, in such case, that student shall have no claim of refund of fee & other

OFFICE OF THE REGISTRAR
APEX PROFESSIONAL UNIVERSITY
PASIGHAT SMART CITY

charges already paid or otherwise, whatsoever against the University. Fee and other charges, also including amount paid for provisional registration, paid by the candidate shall stand forfeited and the candidate shall further be liable to pay the fee and other charges for the remaining / entire duration of the programme.

Procedure of refund:

- a. The Admission Office shall be the sole authority for processing refund applications; **all requests must be submitted only through the online Application Form** (<https://zfrmz.in/pwtbLDjEvuRjbOQFsnYK>) and the date of submission shall be treated as the official date of application. The candidate must complete the online Fee Refund Application in full, and any request or communication made through any other mode shall not be accepted or considered.
- b. If an applicant is admitted provisionally but later on does not satisfy the eligibility criteria, such an applicant will not be given any relaxation in refund.
- c. Refunds will be calculated on an annual full fee (without scholarship) for academic sessions.
- d. No Interest is payable on any amount deposited with University also including refundable amount, if any.
- e. An applicant if joins and/or continues in the University facility like Library, Transport etc, as and if applicable, shall not be entitled for any refund and his/her application for refund will be considered as withdrawn, null & void.
- f. All Refund Applications will be processed within a maximum period of 30 (thirty) working days and will be Credited to the Bank A/c. of the Student.

Hence the UGC guidelines regarding the Fee Refund Policy are implemented in the University and published in the university website - <https://www.apexuniversity.edu.in/fee-refund-policy/>

This policy will remain in force for subsequent academic sessions until the issuance of a revised policy by the UGC.



Sankar Singh
09/04/2026

Registrar

Apex Professional University
Pasighat, Arunachal Pradesh