University of Aberdeen, Mumbai

Fees Refund Policy for Academic Year 2027-28

(In compliance with UGC Guidelines, 2018)

Objective

This policy governs the refund of tuition fees paid by students at the time of admission, ensuring transparency, fairness, and institutional accountability. It aims to protect students financially in cases of course withdrawal, programme discontinuation, or campus-related disruptions, while maintaining parity with the standards of the University of Aberdeen's home campus.

For clarity, admission refers to the stage when a student accepts an offer (conditional or unconditional) and confirms their seat by paying the required admission fee, security deposit, and the first tranche of Year-1 tuition as per the payment schedule. Thereafter, tuition fees are paid annually at the time of re-registration for each subsequent academic year.

The refund policy applies on a per-academic-year basis, and refund eligibility is determined for the fees paid for that specific year in accordance with the Formally Notified Last Date of Admission applicable to that academic cycle. The policy will be applied to the University of Aberdeen Mumbai Campus, in line with applicable Indian regulations and institutional governance standards.

Key Principles

- Refunds will be processed as per the prescribed timelines and clearly communicated to the applicant, student or sponsor.
- Refunds will be made only to the account of the individual (student, parent, or sponsor) who paid the fees.
- Students seeking a refund must send an email request to the Finance and Accounts Office, with a copy to the Admissions Office. The email should include the student's full name, programme, and application number. Any refund request shared through other means such as WhatsApp, text message, or phone call will not be considered valid. Refunds will be processed as per the applicable policy and timelines.

Refund Schedule

1. Application Fee: The fee paid at the time of submitting the application will not be refunded for any reason. Applicants should confirm eligibility, program information, and timelines prior to payment.

2. Deposit Fee:
   As per UGC Regulations, "caution money and security deposit, which are not part of the fees chargeable,shall be refunded in full" , after adjusting any outstanding dues.
   The Security Deposit may be adjusted or forfeited in the following cases:
   1. Unpaid fees or penalties at the time of withdrawal or completion.
   2. Damage to University property or non-return of issued items.
   3. Disciplinary action where University rules permit forfeiture.
   Any refundable balance will be processed within 30 days of completing all clearances.

3. Tuition Fee: In line with UGC Guidelines, the refund of tuition fees upon withdrawal are calculated from the formally notified last date of admission shall be governed by the following timelines:

Percentage of Refund of Fees	Withdrawal Notice Period
100% (a deduction of an amount not more than 5% of the fees, subject to a maximum amount of INR 1,000/- as processing fees)	15 days or more before the formally notified last date of admission
90%	Less than 15 days before formally notified last the of date admission
80%	15 days or less after the formally notified last date admission
50%	30 days or less, but more than 15 days, after formally notified last date of admission
0%	More than 30 days after the formally notified last date of admission

Note: The formally notified last date of admission will be published on the University's website and offer letters.

Other Fees:

- Admission Fee: Paid by the student at the time of confirming admission; shall be refundable upon cancellation of admission by the student or may be clubbed with tuition fees for the purpose of refund calculation as per the applicable policy.

- Security deposit: Payable at the time of admission; fully refundable upon program completion or withdrawal, after adjusting any outstanding dues.

Process for Refund

1. Student submits a written refund request to the Admissions Office, with admission offer letter and fee receipt.
2. The Admissions Office verifies the request against admission timelines and applicant records.
3. The Finance Office processes the eligible refund within 15-30 days to the original payer's account.

Exceptions

In cases of force majeure (pandemic, natural calamity, government order), refund policies may be reviewed by the University of Aberdeen's Mumbai governing bodies in line with UGC regulatory directions.

Amendments

The University reserves the right to consult on amendments to this policy in compliance with future UGC notifications or statutory regulations.