



GSFC  
UNIVERSITY  
EDUCATION RE-ENVISIONED

## Withdrawal of Admissions and Refund of Fees Policy 2026 – 27

Document No.

GSFCU/Admissions/Fees Refund/03/2026/  
Rev. 01

Department of Administration –  
Admissions  
GSFC University

---

## Revision Details

Revision Number	Revision Date	Revision Details	Complied By	Reviewed By	Approval By	Remarks
01	26.03.2026	First Revision	Naren Acharya	Director (Admin)/ Provost	President	

### 1. General Provisions

1.1 The University Management reserves the right to cancel any admission granted inadvertently by the Admission Department or obtained by a candidate on the basis of incorrect, incomplete, or misleading information.

1.2 All admitted candidates are required to strictly adhere to the rules, regulations, discipline, and code of conduct of the University. This includes conduct during academic activities, study tours, industrial visits, internships, workshops, and any other engagements within or outside the campus. Failure to comply may result in cancellation of admission at any stage, at the sole discretion of the University.

### 2. Withdrawal of Admission – Newly Admitted Students

2.1 A candidate who wishes to withdraw admission must submit a formal request for cancellation to the Admission Office. The request shall include:

- A duly signed handwritten application for cancellation (signed by the candidate and parent/guardian)
- Original fee receipt
- Admission letter (if issued)
- Completed cancellation form (available at the Admission Office)

2.2 The request shall be processed only upon submission of all required documents.

### 3. Refund of Fees (Newly Admitted Students)

3.1 Refund of fees shall be governed by the guidelines issued by the **University Grants Commission (UGC), New Delhi**, vide notification dated **12 June 2024**, as amended from time to time. Fee Refund Policy notified by the UGC for respective academic session will be considered for the refund of fees.

3.2 The existing applicable refund structure is as follows:

Sr No.	Percentage of Refund of fees	Point of time when request of withdrawal of admission is submitted at GSFCU
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	NIL	More than 30 days after formally - notified last date of admission

3.3 Notwithstanding the above, for **B.Tech., M. Tech., and MBA programs**, the refund policy shall be governed by the norms prescribed by the **Admission Committee for Professional Courses (ACPC)**, as applicable.

3.4 The application will be processed within 30 working days from the date the application is received.

**4. Withdrawal of Admission - Existing Students**

4.1 After completion of the admission process and generation of the Enrolment Number, a student seeking withdrawal must submit:

- A duly signed handwritten application for cancellation (signed by the student and parent/guardian)
- Completed cancellation form

4.2 The application must be submitted to the **Dean of the respective School**.

4.3 The submitted application shall serve as an official record and acknowledgment of the withdrawal request.

**5. Refund of Fees (Existing Students)**

5.1 No refund of fees shall be admissible once the admission is confirmed and the student has commenced the academic program, or if the admission is cancelled after completion of the admission process.

5.2 The Library deposit shall be refunded after adjustment of all dues, subject to verification. Library Deposit will not be refunded if fees are unpaid.

5.3 Refund of any deposit shall be at the discretion of the University Management.

**6. Interpretation and Authority**

6.1 In case of any ambiguity or dispute regarding the interpretation of this policy, the decision of the University Management shall be final and binding.

6.2 The University reserves the right to amend or modify this policy from time to time in accordance with regulatory guidelines.

\*\*\*\*\*