



Sainath Education Trust's  
**Rajiv Gandhi College of Arts, Commerce & Science**

{ Permanently Affiliated to University of Mumbai }

Re-Accredited by NAAC, Grade 'B'  
Hindi linguistic minority institute

Plot No.16/17, Sector-10A  
Vashi, Navi Mumbai-400703.  
Tel.2788 0817 / 2766 7377  
[info@setrgc.edu.in](mailto:info@setrgc.edu.in)

E-mail: [admin@setrgc.edu.in](mailto:admin@setrgc.edu.in)

Website:[www.setrgc.edu.in](http://www.setrgc.edu.in)

## ADMISSION CANCELLATION AND FEE REFUND POLICY

### Academic Year 2026–2027

This is to notify all students and parents that the Admission Cancellation and Fee Refund Policy of Sainath Education Trust's Rajiv Gandhi College of Arts, Commerce and Science, Vashi, Navi Mumbai, for the Academic Year 2026–2027 is framed in accordance with the:

- University Grants Commission (UGC) Notification on Refund of Fees and Non-Retention of Original Certificates, October 2018;
- Subsequent UGC Fee Refund Policy Circulars / Guidelines issued from time to time;
- University of Mumbai Admission Circulars;
- Government of Maharashtra Rules and applicable statutory provisions.

As per the Revised Admission Circular issued by the University of Mumbai for Academic Year 2026–2027, commencement of classes/orientation for First Year Degree Programs is from 13 June 2026.

The refund of fees shall be governed by the prevailing UGC norms applicable for Academic Year 2026–2027.

### 1. FEE REFUND RULES

In the event of cancellation of admission or withdrawal from the programme by a student, refund of fees shall be applicable as under

Sr. No.	Point of Time When Notice of Withdrawal / Cancellation is Received by the College	Refund of Aggregate Fees*	Deduction Permissible
1	15 days or more before the formally notified last date of admission	100% Refund	Processing charges up to 5% of fees subject to maximum ₹5,000

<b>Sr. No.</b>	<b>Point of Time When Notice of Withdrawal / Cancellation is Received by the College</b>	<b>Refund of Aggregate Fees*</b>	<b>Deduction Permissible</b>
2	Less than 15 days before the formally notified last date of admission	90% Refund	10% deduction of aggregate fees
3	15 days or less after the formally notified last date of admission	80% Refund	20% deduction of aggregate fees
4	More than 15 days but within 30 days after the formally notified last date of admission	50% Refund	50% deduction of aggregate fees
5	More than 30 days after the formally notified last date of admission	No Refund	Entire fees shall be retained

\*Aggregate Fees include Tuition Fees and other institutional charges collected by the College.

The “formally notified last date of admission” shall mean the last date declared by the University of Mumbai / Competent Authority for Academic Year 2026–2027.

## **2. IMPORTANT CONDITIONS**

### **2.1 Instalment Facility**

The College may permit payment of fees in instalments as a student-supportive facility. However:

Refund percentage and deductions shall always be calculated on the TOTAL FEES APPLICABLE FOR THE ENTIRE ACADEMIC YEAR / PROGRAMME and not merely on the amount deposited by the student at the time of cancellation.

If the refundable amount is lower than the dues payable to the College, the student shall be liable to clear the balance amount, if any.

### **2.2 Non-Refundable / Conditional Refund Components**

The following fees shall be refundable only if refundable by the concerned authority:

- University Eligibility Fees
- Enrollment Fees

- Examination Fees
- Convocation Fees
- Government / Statutory Charges already remitted
- Any other non-refundable charges prescribed by competent authorities

### 2.3 Procedure for Cancellation of Admission

Students seeking cancellation of admission shall submit:

- Prescribed Admission Cancellation Form
- Original Fee Receipt
- Student Identity Card (if issued)
- Copy of Aadhaar Card
- Bank Account Details for refund processing
- No Dues Certificate wherever applicable

Applications through telephone, verbal communication, WhatsApp or email alone shall not be considered valid unless supported by prescribed documents.

### 2.4 Effective Date of Cancellation

The actual date of submission of complete cancellation documents in the College Office shall be treated as the official date for determining refund eligibility.

### 2.5 Refund Processing Period

Eligible refund amount shall ordinarily be processed within 15 working days from the date of submission and approval of complete cancellation documents, subject to verification and administrative procedures.

## **3. NON-RETENTION OF ORIGINAL CERTIFICATES**

The College shall not retain original academic or personal certificates of students under any circumstances except temporary verification during the admission process, in compliance with UGC Regulations.

#### 4. GRIEVANCE REDRESSAL

Any grievance relating to admission cancellation or fee refund may be submitted to:

The Principal  
Sainath Education Trust's  
Rajiv Gandhi College of Arts, Commerce and Science  
Plot No. 16/17, Sector 10A,  
Vashi, Navi Mumbai – 400703  
[principal@setrgc.edu.in](mailto:principal@setrgc.edu.in)

The grievance shall be addressed in accordance with applicable UGC Grievance Redressal Regulations and institutional norms.

#### 5. RIGHT OF AMENDMENT

The College reserves the right to amend, revise, modify or update this policy in accordance with:

- UGC Notifications / Circulars
- University of Mumbai Circulars
- Government of Maharashtra directives
- Orders issued by Competent Authorities from time to time

Any revised statutory guideline issued by competent authorities shall automatically supersede the relevant provisions of this policy.

By Order



Principal  
Sainath Education Trust's  
Rajiv Gandhi College of Arts, Commerce and Science  
Vashi, Navi Mumbai – 400703