



# GRIZZLY COLLEGE OF EDUCATION

Recognised by ERC, NCTE, Bhubaneswar, Affiliated to VBU, Hazaribag & JAC, Ranchi  
Near Satpulia, Gumo, Jhumritelaiya, Koderma-825409, Jharkhand.



## Fee Refund Policy

The Management of Grizzly College of Education follows the refund procedure as laid down by College under Notification on Refund of Fees and Non-Retention of Original Certificate as per UGC guidelines.

The College will acknowledge any appeal for cancellation/refund or disengagement of admission from any chosen/offered programme (B.Ed./D.El.Ed.) to a candidate if the request is as per the prescribed policy of the Institution as per UGC guidelines. Provision to apply for cancellation of admission is available during the time of admission for the academic year or any time later. Application for cancellation of admission and refund, if any, must be given in writing in physical form or a duly signed, scanned letter via email by the concerned student and parents.

A full refund of fees shall be made by the institution on account of all cancellations of admissions/migrations of students up to 30 September 2024 and with a deduction of not more than Rs. 1,000 as a processing fee, up to 31 October 2024.

Refund includes only the Academic Programme Fee based on the actual paid to the Institution. No refund shall be provided towards the Application Fee or/and Admission, Registration Fee, etc.

The option to apply for a Refund of Admission Fees will be available as per the table below. Students looking for cancellation and refund of Admission Fees shall be eligible for it as per the table given below:

| Category | Percentage of Refund of Tuition fees* | Point of time when notice of withdrawal of admission is received                      |
|----------|---------------------------------------|---|
| 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.       | 00%                                   | More than 30 days after formally notified last date of admission                      |

All refunds will be made only to the bank account of the student/parents as per the bank details furnished and it will take a maximum of 15 working days from the date of approval of the cancellation of admission by the College Office.

**Note:**

- a) \* In case (1) in the table above, the College shall deduct an amount of Rs. 5,000/- as processing charges from the **REFUNDABLE** amount.
- b) Fee shall be refunded by the College to an eligible student-teacher within fifteen working days from the valid date of receiving a written application form by him/her in this regard. Subject to all documents submission.
- c) In case, admission of student-teacher is cancelled on account of disciplinary action or violation of Anti Ragging Regulations or Substance Abuse or breach of Code of Conduct or any other Rules & Regulations of the College, NO REFUND of fee is permissible.
- d) If after getting registration for the Program, candidate fails to produce documentary proof of minimum educational qualification by stipulated date given by the College is found between academic details furnished in the application form and the original documents submitted by the candidate, the admission shall be cancelled, and the fee deposited will be forfeited.

e) If any of the document(s) submitted by candidate to the College is found to be forged, fabricated or false during the period of his/her study or any instance of donation/unfair means is found after admission, the admission shall be cancelled immediately, fee shall be forfeited and legal proceeding may also be initiated.

2. Some other important points.

1. Refund shall be done online through bank transfer after verifying application or documents and after completion of no dues process.

2. No interest shall be payable on refund of any fee.

3. In any other case which is not covered in these rules, the decision taken by the College will be final.