



# K. P. B. HINDUJA COLLEGE OF COMMERCE

Communication Add: Sadhana House, 570, Pandurang Budhkar Marg, Worli, Mumbai- 400018

## Autonomous Linguistic Minority Institution

(Affiliated to University of Mumbai) NAAC Re-Accredited 'A+' (3<sup>rd</sup> Cycle)

### Admission Cancellation & Refund Policy

#### UG & PG Degree College Students – All Programmes excluding AICTE Programmes (Academic Year 2026-27)

The candidates/students who have taken admission in the programmes offered at K.P.B. Hinduja Colleges of Commerce in an Undergraduate or Postgraduate programmes (Aided/Unaided sections excluding AICTE Programmes) and wish to cancel the admission should follow the process of cancellation as mentioned below :

#### A. Process of Cancellation :

##### Steps for Cancellation & Refund

1. Write an email addressed to the **Principal** at: **cancellation@hindujacollege.com**
2. Use this subject: **Cancellation of Admission – [Class Name (FY/SY/TY)] [First Name\_Last Name]**
3. In the email, include:
  - **Full Name:** Your full name
  - **Mobile Number:** Your contact number
  - **Class & Course Name:** Mention the course and class you wish to cancel the admission **Reason for Cancellation:** A brief reason for cancelling the admission

##### Required Attachments

- **Admission Fee Receipt** (copy)
- **Cancelled Cheque OR First Page of Passbook** (with account details, IFSC code, and bank name—should belong to the student or parent)
- **Please note no third party bank account shall be accepted for cancellation & refund of fees**

#### B. Refund Policy

Refund will be processed as per the University Grant Commission(UGC) Circular No. D.O. No. F.2-71/2022 (CPP-II) (C-114546) dated 12/6/2024 read with UGC notification dated October 2018, the following shall be the Fee Refund Policy for UG & PG Degree (excluding AICTE Programmes) College students for academic year 2026-2027. If UGC updates the refund rules for the 2026-27 Academic Year, the college will follow the latest policy.

- In case of cancellation on or before 30<sup>th</sup> September'2026 - Full refund of Fees
- In case of cancellation during the period from 1<sup>st</sup> October'2026 to 31<sup>st</sup> October'2026 refund of fees will be processed post deduction of Rs. 1000/- as Processing Fees
- In case of cancellation on or after 1<sup>st</sup> November'2026 – No refund will be provided
- In case of admission scheduled extending / commencing beyond / after 31<sup>st</sup> October'2026, the provisions contained in the UGC notification issued in October'2018 on Refund of Fees and Non-Retention of Original Certificates, the refund will be process based on the following table for cancellation of the admission:

<b>Percentage of Refund of Fees</b>	<b>Point of time when notice of withdrawal of admission is received in the by College</b>
100%	15 days or more before the formally notified last date of admission
90%	Less than 15 days before the formally notified last date of admission
80%	15 days or less after the formally notified last date of admission
50%	30 days or less, but more than 15 days after formally notified last date of admission
0%	More than 30 days after formally notified last date of admission

***Mr. Sanjay Patil***  
***Registrar***

***Prof. (Dr.) Navin M. Punjabi***  
***Principal***

\* For more details, refer to the **UGC Fee Refund Policy 2024 25** document enclosed.