



गति शक्ति विश्वविद्यालय

GATI SHAKTI VISHWAVIDYALAYA

(A Central University under the Ministry of Railways, Government of India)

लालबाग, वडोदरा, गुजरात / Lalbaug, Vadodara, Gujarat 390004

Admission Cancellation & Fee Refund Policy Academic Year 2025-26

This policy outlines the process for students of Undergraduate, Postgraduate, and Working Professional programs at Gati Shakti Vishwavidyalaya (GSV) who wish to withdraw their admission for the academic year 2025-26.

In the absence of a new UGC fee refund policy for 2025-26, GSV will adhere to the **UGC Fee Refund Policy for 2024-25** (D.O. No. F.2-71/2022 (CPP-II) (C-114546), dated June 12, 2024) until further updates are issued.

Refund Processing Timeline

- **General:** Refunds will be processed within 30 days of receiving the completed withdrawal application.
- **For First-Year B.Tech Students (CSAB Admissions):** For students who have applied for the first year of B.Tech programs, the fee refund will be processed after GSV receives the partial fee payment from the Central Seat Allocation Board (CSAB), which is expected in the **last week of November 2025**.

Admission Withdrawal Procedure

1. Students who wish to withdraw their admission must fill out the **Admission Withdrawal Form** (attached).
2. A duly signed, scanned copy of the completed form should be emailed to **admissions@gsv.ac.in**.
3. A copy (CC) of the email must be sent to **asst.acad@gsv.ac.in**.
4. The subject line of the email must be: **“Admission Withdrawal”**.

Documents to be Attached with the Admission Withdrawal Form

The following documents must be attached to the withdrawal email:

- A copy of the Admission Fee Receipt.
- A copy of a Cancelled Cheque or the first page of the Passbook belonging to the student or a parent. The document must clearly show the account holder's name, account number, IFSC code, and bank name.

Enclosed Documents

1. UGC Fee Refund Policy 2024-25
2. Admission Withdrawal Form 2025-26



आचार्य मनिष र. जोशी
सचिव

Prof. Manish R. Joshi
Secretary



विश्वविद्यालय अनुदान आयोग
University Grants Commission
(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

D.O. No.F.2-71/2022 (CPP-II) (C-114546)

12th June, 2024 / 22 ज्येष्ठ, 1946

Subject: Fee Refund Policy 2024-25

आदरणीय महोदया/महोदय,

The University Grants Commission receives many representations/complaints from students/parents on the non-refund of fees by the Higher Education Institutions (HEIs) on cancellation/withdrawal of admissions.

2. Students should be allowed a full refund of fees within a specified period to enable them to opt for a course of their choice.

3. The Commission has considered the matter in its 580th meeting held on 15 May 2024, and after considering the relevant factors decided, the following fee refund policy for the academic session 2024-25:

- Notwithstanding anything contained in any guidelines/ prospectus/ notification/ schedule, a full refund of fees shall be made by the HEIs 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.
- It shall apply to all higher education institutions, whether established or incorporated by or under a Central Act or a State Act, and every institution recognized by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a University declared as such under Section 3 therein and to all higher education institutions affiliated to a University.
- These guidelines would also be applicable to organizations, consortiums, committees, associations, etc., constituted for the purpose of conducting counselling or processing admissions and collecting fees on behalf of participating HEIs, and the HEI concerned will be responsible for refund fees.
- For any admission schedule extending/commencing beyond/after 31 October 2024, the provisions contained in the UGC Notification issued in October 2018 on Refund of Fees and Non-Retention of Original Certificates shall apply (reproduced below for ready reference):

Category	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received in the HEI
(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

Cont...

- e. This policy will remain in force for subsequent academic sessions until the issuance of a revised policy by the UGC.

4. It may also be noted that the UGC has notified the Redressal of Grievances of Students Regulations, 2023 wherein "*delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time*" has been defined as one of the grievances.

5. The Higher Education Institutions are requested to ensure compliance with the fee refund policy for the academic session 2024-25 and redress any grievance by the provisions of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

6. Any HEI violating the provisions of UGC Fee Refund Policy 2024-25 shall be liable for punitive action as notified in Clause 5 of the UGC Notification on Refund of Fees and Non-Retention of Original Certificates issued in October 2018.

सादर,

भवदीय,



(मनिष जोशी)

सेवा में,

सभी विश्वविद्यालयों के कुलपति।

सभी महाविद्यालयों के प्राचार्य।



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ADMISSION WITHDRAWAL FORM

Date: _____

To,

The Chairman, Admission Committee
Gati Shakti Vishwavidyalaya

Dear Sir,

I have been provisionally admitted at Gati Shakti Vishwavidyalaya in the Academic year 2025-26 vide Admission Offer letter No. _____ dated _____. My admission details are as follows:

Application/Roll No.:	
Name:	
Category:	
Program & Specialization	
Fees Paid:	
Transaction No.	
Date of Payment:	

I wish to withdraw my admission for the following reason(s):

Kindly refund the fee amount paid as per the refund norms of the University, and deposit the amount to the same bank account from which the fee was deposited as mentioned below:

Account No. (Indicate the account number from which the fee was paid)	
Account Holder's Name:	
Bank Name:	
Bank Branch Name:	
IFSC Code:	

I understand that withdrawal of my admission offer is irrevocable. Once the competent authority accepts withdrawal request of the candidate, re-admission is not possible under any circumstances. No further correspondence will be entertained in this regard by GSV. I declare that my withdrawal request has the consent of my parents/guardians.

Name and Signature of the Student

(Send the duly signed scanned copy of this form to the email: admissions@gsv.ac.in with a copy to asst.acad@gsv.ac.in
Your email should be titled as "Admission Withdrawal")

For Office Use

Processed by Admission Office _____

Approved by Chairman (Admission Committee) _____

Forwarded to Accounts Office for Refund Process.