



STAREX UNIVERSITY, GURUGRAM

(Established by Haryana Govt. Act No. 20 of 2016)

(Recognized by UGC)

FEE REFUND POLICY FOR THE ACADEMIC YEAR 2025-26



STAREX UNIVERSITY

Binola, Gurugram

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The Fee Refund Policy of Starex University, Gurugram for the Academic Year 2025-26 is in accordance with the guidelines issued by the University Grants Commission (UGC) as per their Notification D.O. No.F.2-71/2022(CPP-II)(C-114546) dated June 12, 2024.

In accordance with the UGC Guidelines on **"Refund of Fees and Non-Retention of Original Certificates"** (effective 2025), the following **five-tier system** shall be followed by Starex University, Gurugram for processing withdrawal/cancellation of admission for the Academic Year 2025-26:

S. No.	Refund Percentage of Fee	Point of Time When Notice/Application 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 the formally notified last date of admission.
5	0%	More than 30 days after the formally notified last date of admission.



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PROCEDURE:

1. A student who has been admitted or provisionally admitted to any program and has paid the applicable fees for the first semester may apply for withdrawal/cancellation of admission. The application must be submitted in writing and must be duly signed by both the student and their parent/guardian.
2. The effective date of cancellation shall be the date on which the duly signed written application (by both student and parent/guardian) is received by the University.
3. Upon receipt of the application, and subject to verification and approval by the Competent Authority, the application will be forwarded to the Accounts Department. The Accounts Department shall confirm the clearance of all dues and proceed with the refund process in accordance with the University's refund guidelines.
4. The refund shall be processed by the Accounts Department via online mode/bank transfer after verification of all necessary documents.

IMPORTANT NOTE:

1. The last date for admission shall be as notified by the University in accordance with the guidelines issued by the University Grants Commission (UGC) and/or the respective statutory bodies (such as the Pharmacy Council of India, Bar Council of India, etc.).



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2. The Caution Money and Security Deposit, which are not part of the academic or tuition fees, shall be refunded in full, subject to clearance of all dues and return of university property (if applicable).
3. The one-time registration fee shall be non-refundable once registration is completed in accordance with the University Grants Commission (UGC) guidelines.
4. In case, if a student's admission is cancelled due to disciplinary action, violation of Anti-Ragging Regulations, breach of University Rules and Regulations, or involvement in substance abuse, no portion of the academic or other fees shall be refunded. Only the Caution Money/Security Deposit, if any, shall be refunded.
5. No interest shall be payable on any fee refunded by the University, irrespective of the time taken for processing the refund.
6. In case, if a student's admission is cancelled at any stage due to ineligibility for the chosen program (as per eligibility norms or criteria of the University/statutory body), no fee shall be refunded. Only the security deposit (if any) shall be refunded.
7. If, after registration, a student fails to submit proof of minimum educational qualification within the stipulated timeline (as notified by the University), or if a discrepancy is found between the details in the application form and the original documents, the admission of the student shall be cancelled and all academic and other fees paid shall be forfeited. Only the Security Deposit, if applicable, shall be refunded



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8. If any document(s) submitted by the student is found to be forged, fabricated, or false at any stage during the program, the admission of the student shall be immediately cancelled, all fees paid shall be forfeited and legal action may be initiated as per applicable laws
9. Candidates appearing for re-examinations in any subject(s) may be granted provisional admission, subject to the final eligibility must be satisfied after declaration of results and the required documents must be submitted immediately after result declaration.
10. In case a provisionally admitted candidate fails to meet the minimum eligibility after re-examination/final exam result and applies for cancellation within 5 days of result declaration, the University shall refund the fees paid towards provisional admission (except non-refundable charges).
11. In case, if a provisionally admitted candidate fails to meet the minimum eligibility requirements after the re-examination or final exam results, and does not report to the University immediately upon result declaration, the University reserves the right to cancel the provisional admission at any stage during the program, or even after the program's completion, once the ineligibility is detected. In such cases, all fees paid will be forfeited. The provisionally admitted candidate shall be solely responsible for any failure to report in a timely manner.
12. In case, a student opts for and occupies the hostel or avails of the transport facility on any day from day of the commencement of the session, the corresponding hostel or transport facility fee shall be non-refundable.



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13. In case of any dispute related to the refund of fees, cancellation of admission, or any other related matter, the decision of the Competent Authority of the University shall be final.
14. Any legal disputes will be subject to the jurisdiction of the courts at Gurugram.