



# Bhuvan Malti College of Education

NCTE Approved, ISO Certified 9001:2015, UGC Recognized under section 2(f) & NAAC Accredited with Grade B+

(Affiliated to Aryabhatta Knowledge University & Bihar School Examination Board, Patna)

Established-2012

Vill- Basatpur Bada Tola, Po- Rupdih, Chhatauni Dhaka -Road, Motihari East Champaran Bihar-845401

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info@bmttc.in

Ref. No. B.M.C.E./1495/2026.

## FEE REFUND POLICY

Year : 2025-26

Date: 13-02-2026

### *(In Compliance with UGC (Redressal of Grievances of Students) Regulations, 2023)*

This Fee Refund Policy is framed in accordance with the Regulations and Notifications issued by the University Grants Commission (UGC) relating to Refund of Fees and Non-Retention of Original Certificates. Bhuvan Malti College of Education shall consider requests for cancellation of admission/withdrawal strictly in accordance with the following provisions:

#### 1. Refund up to the Last Date of Admission

If a student withdraws from the programme in which he/she is enrolled:

- A full refund of fees shall be made for all cancellations of admissions or migrations received up to the formally notified last date of admission.
- The College may deduct not more than ₹1,000/- (Rupees One Thousand only) as processing charges, provided the request is submitted within 30 days from the last date of admission.

#### 2. Refund for Admissions Extending Beyond the Last Date

For any admission schedule extending beyond or commencing after the formally notified last date of admission, the refund of fees shall be governed by the UGC Notification issued within 30 days after the last date of admission, as per the following table:

Category	Percentage of Refund of Fee	Point of Time When Notice of Withdrawal 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%	More than 15 days but up to 30 days after the formally notified last date of admission
5	0%	More than 30 days after the formally notified last date of admission

#### 3. Additional Conditions

1. The Institution shall not retain original certificates/documents of any student under any circumstances.
2. Refund shall be processed only upon receipt of a written application for withdrawal along with supporting documents.
3. The refund amount shall be released within the time frame prescribed by UGC from the date of receipt of the complete withdrawal application.
4. All refunds shall be made through the original mode of payment or via bank transfer, as applicable.

  
Principal  
Bhuvan Malti College of Education  
Motihari

Run By- Tarkeshwar Narayan Agrawal Educational & Social Welfare Foundation, Patna

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