



R.T.C. B.Ed. COLLEGE

P.H.E.D., BUTI, RANCHI - 834009 JHARKHAND

NAAC Accredited with 'B' Grade & An ISO 9001:2015 Certified Institute

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Ref. No. : R.T.C. B.Ed. / 2025/0105 (A)

Date : 15/04/2025

Fee Refund Policy – 2025–26

R.T.C. B.Ed. College is committed to maintaining a fair, transparent and student-friendly fee refund system in accordance with the regulations of **Ranchi University, Ranchi** and the guidelines of the **National Council for Teacher Education (NCTE)** and **University Grants Commission (UGC)**. The following policy outlines the procedures and conditions for refunding fees to students.

1. Non-Refundable Fee:

The application fee and admission fee is non-refundable and non-transferable, under all circumstances.

Refund Due to Technical Errors:

If a candidate makes multiple payments for the same application due to technical or banking errors, a refund may be processed after verification. The student must submit a written request within **30 days** from the date of the last payment along with valid proof of multiple transactions.

2. Course Fee Refund:

Sl. No.	Situation	Refund
1.	15 days or more before the final notification last date of admission	Full refund after deducting Rs.1000 as processing charges
2.	Less than 15 days before the last date of admission	90%
3.	Within 15 days after the last date of admission	80%
4.	15–30 days after the last date of admission	50%
5.	More than 30 days after the last date of admission	0%

3. Procedure for Fee Refund

a) Application Submission

The student must submit a **written refund application** addressed to the principal through the college office.

Attaching document:

- Original fee receipt
- Copy of ID proof
- Reason for withdrawal

b) Verification

The Admission Committee verifies the request and supporting documents.

c) Processing Time

Refunds are processed within 15-30 working days from the date of receiving a complete application.

4. Mode of Refund

The refund amount will be transferred by cheque/ electronically from the student's registered bank account.

5. Special Considerations

In exceptional cases, such as:

- ❖ Serious medical emergencies, supported by medical documentation
- ❖ Death of the student
- ❖ Course discontinuation by regulatory direction or government order

The college may consider full or partial refunds upon approval from the Principal, Society Member and Admission Committee, based on individual merit of the case.

R. Patel
15/04/25

Principal

Principal

R.T.C. B.Ed. College

P.H.E.D., Buty, Ranchi, Jharkhand