Government of Jammu and Kashmir
Directorate of Colleges
Higher Education Department

Subject: Processing of cancellation of admission and refund of fee — FYUGP / IPG Programmes, Academic Session 2026–27.

CIRCULAR

Admissions to the Four-Year Undergraduate Programmes (FYUGP) and Five-Year Integrated Postgraduate Programmes (IPG) in Government Degree Colleges of J&K for the Academic Session 2026–27 were made through the Centralised Admission Portal, https://jkadmissions.in. The admission fee collected through the Portal has been, or is being, transferred to the respective colleges. A majority of fee-refund requests have already been processed and the amount credited to the respective bank accounts of applicants. Further requests for cancellation of admission and the consequent refund of fee shall accordingly be processed at the college level.

The UGC Fee Refund Policy vide UGC D.O. No. F.2-71/2022 (CPP-II) (C-114546) dated 12-06-2024 which continues in force vide UGC D.O. No. F.12-5/2024(FNT/NET)-FeeNivaran(Notice) dated 27-10-2025, provides for a full refund of fees on cancellation of admission up to 30 September, and a refund after deduction of not more than ₹1,000 as processing fee up to 31 October.

Accordingly, all Principals are directed to process cancellation requests and refund of fee in accordance with the UGC Fee Refund Policy and the refund policy notified by the affiliating University, as applicable, as under:

- Requests received up to 30-09-2026: full refund of fee, without any deduction.
- Requests received from 01-10-2026 to 31-10-2026: refund of fee after deduction of not more than ₹1,000 as processing charges.
- Requests received after 31-10-2026: as per the *UGC Notification on Refund of Fees and Non-Retention of Original Certificates, October 2018*, and the refund policy of the affiliating University.

The date on which the cancellation request is received in the college shall determine the refund admissible. The refund shall be credited to the student's bank account within fifteen days of receipt of the request, and the college shall maintain a record of each case.

Any excess fee paid by a student through the Admission Portal shall be refunded directly to the student's account, without any deduction. Colleges shall not process refunds in respect of such excess amounts.

Delay in, or denial of, a refund due to a student constitutes a grievance under the UGC (Redressal of Grievances of Students) Regulations, 2023. Principals shall ensure that all cancellation and refund cases are processed strictly in accordance with the applicable rules and guidelines.

Prof. (Dr.) Twinkle Suri
Director Colleges, J&K

No: DC-HE/K/2026/3101 Dated: 29-10-2026

Copy to:

1. Registrar - University of Jammu / University of Kashmir / Cluster University Srinagar / Cluster University Jammu, for information.
2. Nodal Principal Jammu / Kashmir Division Colleges, for information.
3. Principals of all Government Degree Colleges of J&K, for information and necessary compliance.
4. OSD to Hon'ble Minister for Higher Education, School Education, Health & Medical Education, and Social Welfare for the information of Hon'ble Minister.
5. PS to Commissioner/Secretary to Government, Deptt. of Higher Education for information of Commissioner/Secretary.
6. Incharge Website, Directorate of Colleges J&K for hosting the circular on the official website of the Directorate.
7. Master file for office record.