



OFFICE OF THE PRINCIPAL

Sophia College for Women  
Empowered Autonomous

Bhulabhai Desai Road  
Mumbai – 400026

Ph: 022-23512642 / 23523304

[www.sophiacollegemumbai.com](http://www.sophiacollegemumbai.com)

An Institution of  
the Society for the Higher Education  
of Women in India

## Scholarship and Financial aid policy

1.	Administrative Policy Number(APN): SCWAPN/02	<b>Functional Area:</b> To provide financial assistance to ensure equitable access to education. Through various aid programs.
2.	Brief Description of the Policy:	Purpose: to alleviate financial barriers and support students in achieving their academic goals and to encourage and acknowledge student achievements  Audience: Students and Staff Members
3.	Policy Applies to:	Students
4.	Effective from the Date:	26 <sup>th</sup> November, 2018
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority :	IQAC
7.	Superseding Authority:	Principal
8.	Last Reviewed. / Updated:	New Policy
9.	Reason for the policy:	Empowering students regardless of financial constraints.

10.	References for the policy:	UGC/ University
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### **Introduction**

Financial aid policy and scholarship program are designed to ensure that all students have access to quality education, regardless of their financial circumstances. Through these initiatives, college aims to alleviate the burden of educational expenses and empower students to pursue their academic aspirations with confidence.

### **Objectives**

1. Expand access to education by providing need-based financial assistance to deserving students.
2. Reward academic excellence and merit by offering scholarships to high-achieving individuals.
3. Encourage student retention and success by alleviating financial barriers and promoting continuous academic engagement.

### **Student Aid Fund (SAF)**

Financial assistance is provided to the needy through the generous contributions of parents, alumnae, and well-wishers.

Applications for SAF must be made on the prescribed form which may be obtained from the **Coordinator of Student Activities**. Your application should be submitted by the stipulated date.

### **Fee Refund Policy**

With reference to the UGC Fee Refund Policy the college would make provisions from time to time for the refund of fees of eligible students as per the percentage determined by the said policy.

(Cf: Attached UGC Fee Refund Policy)

### **Government Scholarships**

- Government of India Freeships for the Economically Backward Class (EBC).

- Full Tuition Scholarship for Scheduled Caste (SC) and Scheduled Tribe (ST) students.
- Children of Primary/Secondary school teachers may apply for a scholarship if she has obtained a First Class in the SSC/University Examination.

Eligible students who wish to apply for these freeships/Scholarships can apply for them at Mahadbt portal via:

1. [www.scholarship.gov.in](http://www.scholarship.gov.in)
2. <https://mahadbtmahait.gov.in>
3. <https://mahadbt.maharashtra.gov.in/login/login>

You may also obtain the relevant Scholarship Application Form from the Accounts Office. The duly filled in forms are to be submitted at the beginning of the academic year.

*A.P. Pahl*

**IQAC Coordinator**

**Coordinator  
IQAC  
Sophia College**



*Principa Pahl*

**Principal**

**PRINCIPAL, SOPHIA COLLEGE,  
BHULABHAI DEASI ROAD,  
MUMBAI-400 026.**





सत्यमेव जयते

आचार्य मनिष र. जोशी

सचिव

Prof. Manish R. Joshi

Secretary



सत्यमेव जयते



आज़ादी का  
अमृत महोत्सव

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)

12<sup>th</sup> 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 580<sup>th</sup> 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...

बहादुरशाह जफ़र मार्ग, नई दिल्ली-110002 | Bahadur Shah Zafar Marg, New Delhi-110002  
दूरभाष (Ph.): 011-23236288/23239337 | सम्पर्क सूच (ई-मेल) (E-mail): secy.ugc@nic.in

SOPHIA COLLEGE  
AUTONOMOUS  
INWARD  
DATE: 23/6/2024  
SIGN: [Signature]

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।

