



POSTGRADUATE INSTITUTE OF HUMANITIES AND SOCIAL SCIENCES (PGIHS) UNIVERSITY OF PERADENIYA

PGIHS Library Deposit Refund Policy

The Postgraduate Institute of Humanities and Social Sciences (PGIHS) was established by the Ministry of Higher Education in 2014, by an Ordinance made by the University Grants Commission under Section 24A of the Universities Act No. 16 of 1978. According to the Gazette Extraordinary No. 1843/45 of 3rd January 2014, the mandate of the Institute is to promote and develop higher education and research, at the postgraduate level, in the Humanities and Social Sciences. The PGIHS is the heir to the postgraduate programmes previously offered by the Faculty of Arts of the University of Peradeniya.

PGIHS requires students to maintain a refundable library deposit upon enrollment in a degree program. However, there have been no clear guidelines regarding the withdrawal of this deposit upon completion of the program. This lack of clarity has created issues in maintaining an efficient accounting system. Therefore, at the 30th meeting of the Audit and Management Committee held on December 23, 2024, the Director was instructed to develop a comprehensive guideline for the withdrawal of the refundable library deposit. The following policies and guidelines have been formulated accordingly and is submitted for the approval of the Board of Management (BOM) at PGIHS.

Eligibility for Library Deposit Refund

- The refund process must be initiated by the student by submitting a duly filled Library Deposit Refund Application Form, which is available at the PGIHS.
- The refund request must be submitted within a maximum period of six (6) months from the date of the earliest occurrence of either the convocation or the diploma awarding ceremony, or within one (1) year from the official release of the final results associated with the respective degree program, whichever occurs first.
- Students whose studentship is terminated, for any reason whatsoever, shall submit the claim for a refund within six (06) months from the date of termination. Claims made thereafter shall not be entertained

Procedure for Claiming the Refund

1. Application Submission: The student must obtain the Library Deposit Refund Application Form from the PGIHS and complete it accurately.
2. Library Clearance: The student must ensure that all borrowed books and materials are returned, and no outstanding fines or dues are pending.
3. Submission of Documents: The following documents must be submitted along with the refund application:

- Completed Application Form with PGIHS and Library clearances
 - Copy of the National Identity Card (NIC) or Passport.
 - A confirmation from PGIHS on completion the degree/diploma.
 - Original library deposit receipt (if available).
4. Verification Process:
- The PGIHS will verify the student's clearance status.
 - The Finance Division will review the application for accuracy and confirm eligibility for refund processing.
5. Approval and Disbursement:
- The Finance Division will process the refund request within four (4) weeks from the date of approval.
 - The refund will be made via bank transfer to the student's registered bank account.

Important Notes

- Failure to submit the refund application within the stipulated period will result in forfeiture of the deposit.
- Students who have unpaid dues or outstanding penalties will have these amounts deducted from the refundable deposit.
- The PGIHS reserves the right to amend these guidelines as necessary, subject to approval from the BOM.

Contact Information: For further inquiries regarding the library deposit refund process, students can contact the PGIHS Finance Division or Library Administration during office hours.

TP: 0812068363

Email: info@pgihs.ac.lk

Application: https://drive.google.com/file/d/1ffNv-EJGg_9_5QcspJc9-am0KI87Tzyy/view