

# REFUND POLICY FOR INDIAN APPLICANTS

1. Application for refund of Programme Fee, Residential Charges (Residence)/ Charges for Laundry/ Charges for Mess/ Charges for Transport/ Charges for Parking/Charges for Sports Facility/ Charges for Gym Facility received upto 2nd March 2023 will be accepted and thereafter no application for refund will be accepted [for Ph.D. Programme only].

## 2. (a) Refund of Programme Fee

### i. Withdrawal on or before 16th January 2023

In case an applicant withdraws on or before 16th January 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of processing fee of ₹1000/- (Rupees One Thousand), shall be refunded.

### ii. Withdrawal from 17th January to 31st January 2023

In case an applicant withdraws from 17th January to 31st January 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of 10% of programme fee for academic session (annual), shall be refunded.

### iii. Withdrawal from 1st February to 15th February 2023

In case an applicant withdraws from 1st February to 15th February 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of 20% of programme fee for academic session (annual), shall be refunded.

### iv. Withdrawal from 16th February to 2nd March 2023

In case an applicant withdraws from 16th February to 2nd March 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of 50% of programme fee for academic session (annual), shall be refunded.

If an applicant is not able to qualify LPUNEST in both attempts, the refund request will be processed with the deduction of ₹500.

If an applicant has paid lesser than the amount to be deducted from Programme fee, then the deduction amount may be adjusted from residential charges (residence)/ charges for mess/ charges for laundry/ charges for transport/ charges for parking/ charges for sports facility/ charges for gym facility, if applicable.

## (b) Refund of Residential Charges (Residence)

### i. Withdrawal on or before 16th January 2023

In case an applicant withdraws on or before 16th January 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of processing charges of ₹500/- (Rupees Five Hundred) shall be refunded.

### ii. Withdrawal from 17th January to 31st January 2023

In case an applicant withdraws from 17th January to 31st January 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of 10% of programme fee for academic session (annual), shall be refunded.

### iii. Withdrawal from 1st February to 15th February 2023

In case an applicant withdraws from 1st February to 15th February 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of 20% of programme fee for academic session (annual), shall be refunded.

### iv. Withdrawal from 16th February to 2nd March 2023

In case an applicant withdraws from 16th February to 2nd March 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of 50% of programme fee for academic session (annual), shall be refunded.

If an applicant has paid lesser than the amount to be deducted from Residential Charges (Residence), then the deduction amount may be adjusted from the fee paid for programme/ charges for mess/ charges for laundry/ charges for transport/ charges for parking/ charges for sports facility/ charges for gym facility, if applicable.

## (c) Refund of Charges for Mess

### i. Withdrawal on or before 16th January 2023

In case an applicant withdraws on or before 16th January 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of processing charges of ₹500/- (Rupees Five Hundred) shall be refunded.

**ii. Withdrawal from 17th January to 31st January 2023**

In case an applicant withdraws from 17th January to 31st January 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of 10% of programme fee for academic session (annual), shall be refunded.

**iii. Withdrawal from 1st February to 2nd March 2023**

In case an applicant withdraws from 1st February to 2nd March 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of 20% of programme fee for academic session (annual), shall be refunded.

If an applicant has paid lesser than the amount to be deducted from charges for mess, then the deduction amount may be adjusted from the fee paid for programme/ residential charges (residence)/ charges for laundry/ charges for transport/ charges for parking/ charges for sports facility/ charges for gym facility, if applicable.

**(d) Refund of Charges for Transport**

**i. Withdrawal on or before 16th January 2023**

In case an applicant withdraws on or before 16th January 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of processing charges of ₹500/- (Rupees Five Hundred) shall be refunded.

**ii. Withdrawal from 17th January to 31st January 2023**

In case an applicant withdraws from 17th January to 31st January 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of 10% of programme fee for academic session (annual), shall be refunded.

**iii. Withdrawal from 1st February to 15th February 2023**

In case an applicant withdraws from 1st February to 15th February 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of 20% of programme fee for academic session (annual), shall be refunded.

**iv. Withdrawal from 16th February to 2nd March 2023**

In case an applicant withdraws from 16th February to 2nd March 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of 50% of programme fee for academic session (annual), shall be refunded.

If an applicant has paid lesser than the amount to be deducted from charges for transport, then the deduction amount may be adjusted from the fee paid for programme/ residential charges (residence)/ charges for mess/ charges for laundry/ charges for parking/ charges for sports facility/ charges for gym facility, if applicable.

**(e) Refund of Charges for Laundry**

**i. Withdrawal on or before 16th January 2023**

In case an applicant withdraws on or before 16th January 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of processing charges of ₹200/- (Rupees Two Hundred) shall be refunded.

**ii. Withdrawal from 17th January to 31st January 2023**

In case an applicant withdraws from 17th January to 31st January 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of 10% of programme fee for academic session (annual), shall be refunded.

**iii. Withdrawal from 1st February to 2nd March 2023**

In case an applicant withdraws from 1st February to 2nd March 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of 20% of programme fee for academic session (annual), shall be refunded.

If an applicant has paid lesser than the amount to be deducted from charges for laundry, then the deduction amount may be adjusted from the fee paid for programme/ residential charges (residence)/ charges for mess/ charges for gym facility, charges for transport/ charges for parking/ charges for sports facility, if applicable.

**(f) Refund of Charges for Sports Facility**

**i. Withdrawal on or before 16th January 2023**

In case an applicant withdraws on or before 16th January 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of processing charges of ₹200/- (Rupees Two Hundred) shall be refunded.

**ii. Withdrawal from 17th January to 31st January 2023**

In case an applicant withdraws from 17th January to 31st January 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of 10% of programme fee for academic session (annual), shall be refunded.

**iii. Withdrawal from 1st February to 2nd March 2023**

In case an applicant withdraws from 1st February to 2nd March 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of 20% of programme fee for academic session (annual), shall be refunded.

If an applicant has paid lesser than the amount to be deducted from charges for sports facility, then the deduction amount may be adjusted from the fee paid for programme/ residential charges (residence)/ charges for mess/ charges for laundry, charges for transport/ charges for parking/ charges for gym facility, if applicable.

**(g) Refund of Charges for Gym facility**

**i. Withdrawal on or before 16th January 2023**

In case an applicant withdraws on or before 16th January 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of processing charges of ₹200/- (Rupees Two Hundred) shall be refunded.

**ii. Withdrawal from 17th January to 31st January 2023**

In case an applicant withdraws from 17th January to 31st January 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of 10% of programme fee for academic session (annual), shall be refunded.

**iii. Withdrawal from 1st February to 2nd March 2023**

In case an applicant withdraws from 1st February to 2nd March 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of 20% of programme fee for academic session (annual), shall be refunded.

If an applicant has paid lesser than the amount to be deducted from charges for gym facility, then the deduction amount may be adjusted from the fee paid for programme/ residential charges (residence)/ charges for mess/ charges for laundry, charges for transport/ charges for parking/ charges for sports facility, if applicable.

**(h) Refund of Charges for Parking**

**i. Withdrawal on or before 16th January 2023**

In case an applicant withdraws on or before 16th January 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of processing charges of ₹200/- (Rupees Two Hundred) shall be refunded.

**ii. Withdrawal from 17th January to 31st January 2023**

In case an applicant withdraws from 17th January to 31st January 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of 10% of programme fee for academic session (annual), shall be refunded.

**iii. Withdrawal from 1st February to 2nd March 2023**

In case an applicant withdraws from 1st February to 2nd March 2023 and if the seat consequently falling vacant is filled by a waitlisted applicant (if any) then the amount already deposited by the applicant, after the deduction of 20% of programme fee for academic session (annual), shall be refunded.

If an applicant has paid lesser than the amount to be deducted from charges for parking, then the deduction amount may be adjusted from the fee paid for programme/ residential charges (residence)/ charges for mess/ charges for laundry/ charges for transport/ charges for sports facility/ charges for gym facility, if applicable

3. If student was earlier admitted to a programme but later on transferred to some other programme having lesser programme fee, then for calculation of 20% or 50% deduction for the purpose of refund of programme fee, the fee of the programme in which applicant was originally admitted (before programme transfer) will be considered.

4. In case a student has been admitted under the Scholarship / Fee Concession / Fee Waiver schemes of the University or any other Govt./ Private external agency, where Scholarship/ Fee Concession/ Fee waiver amount is equivalent to full Programme fee, (i.e the student has been charged only the security amount), and such a student later on applies for refund, then the student has to pay the deduction amount from the security amount deposited.

## 5. Non-refundable fees/cases

- (a) Amount paid for obtaining Prospectus, Application fee, Processing fee, Entrance fee, Late fee, Programme Transfer Fee, Migration fee etc. is non-refundable under all circumstances, unless in specific are prescribed as refundable.
- (b) In case a fresher student leaves after 2nd March 2023 [for Ph.D. programmes only] or withdraws/ leaves in the midstream, in such case, that student shall have no claim of refund of fee & other charges already paid or otherwise, whatsoever against the University. Fee and other charges, also including amount paid for provisional registration, paid by the candidate shall stand forfeited and the candidate shall further be liable to pay the fee and other charges for remaining/ entire duration of the programme.
- (c) If in any case, a candidate has unknowingly or wilfully concealed or suppressed any information/fact or if found impersonating or using any fraudulent means for getting the admission to the University or for obtaining scholarship, which renders him ineligible for the admission and/ or scholarship, the admission of such an applicant shall be cancelled and/ or he/she will be liable to disciplinary action(s) as decided by the University and/or as per the law of land. That candidate shall have no claim of refund of fee & other charges already paid or otherwise, whatsoever against the University. Fee and other charges, including amount paid for provisional registration, paid by the candidate shall stand forfeited and the candidate shall further be liable to pay the fee and other charges for remaining/ entire duration of the programme.

## 6. Procedure of refund

- (a) For refund, applicant needs to apply to the University on the prescribed form as available in the Prospectus 2023 or from Admission Office at the University campus.
  - (b) Only original form duly filled and signed by the student and parent/guardian received in person or by post upto 30 days after the last date of Admission for the concerned programme will be accepted and thereafter no application for refund will be accepted.
  - (c) LPU has extended its support to candidates by allowing the application of refund through online mode. Candidates requesting for a refund, need to apply using their registered email Id at [refund@lpu.co.in](mailto:refund@lpu.co.in). The date of receiving the email will be considered as the date of application for refund.
  - (d) Postal delay will not be the liability of University and the date on which application by post is received by the University will be considered for refund.
  - (e) Refund will be made only after the applicant has surrendered the original fee receipt, ID card (if already issued), letter from University for processing Loan and any other document as required by the University at the time of refund.
  - (f) Refund, if any, will be made through the account payee cheque only in the favour of concerned Student or Parent as opted and written by the student while filling the 'Application form for Refund'. Once the application for refund has been submitted, then for any request to change the name of payee (student/ parent in favour of whom cheque is to be preped), or for request to reissue the cheque because of postal delay or otherwise, additional processing fee of ₹500/- will be charged.
  - (g) Any amount, if refunded, will be in Indian Currency only. For International Applicants, the refund against application received as per prescribed guidelines will also be in INR only with conversion rate as per actual subject to maximum ₹70 for 1USD.
  - (h) In case, the applicant has availed any letter or document from University for processing the loan then the refund will be made through the account payee cheque in the favour of the sanctioning bank, unless the applicant submit the NOC from the Bank to get the refund in his own/ parent/ guardian favour.
7. If an applicant is admitted provisionally but later on does not satisfy the eligibility criteria, such an applicant will not be given any relaxation in refund.
  8. Refund will be calculated on annual full fee (without scholarship) for academic session.
  9. No interest is payable on any amount deposited with University also including refundable amount, if any.
  10.
    - (a) An applicant claiming for refund of programme fee and/ or residential charges (residence) and/or charges for laundry and/ or charges for mess and/or charges for transport and/ or charges for parking (as applicable) before the start of session, he/she shall not join the programme and/or avail residential/ laundry/ transport/ parking facility/ mess plan (as and if applicable)
    - (b) An applicant claiming for refund of programme fee and/or residential charges (residence) and/or charges for laundry and/ or charges for mess and/or charges for transport and/ or charges for parking and/or charges for sports facility and/or charges for Gym Facility (as applicable), after the start of session shall have to leave/ discontinue his studies and/or facility (as applicable) and shall not attend the classes etc. and/or shall not avail Residential/ Laundry/ Transport/ Parking Facility/ Mess Plan/ Sports Facility/ Gym Facility (as and if applicable) from the date of application of refund.
    - (c) An applicant if joins and/or continues in the above cases (a) or (b), as and if applicable, shall not be entitled for any refund and his/her application for refund will be considered as withdrawn, null & void.