

## Refund Policy for international students – Session July 2023

1. Application for refund of Tuition Fee, Residential fee (Residence)/ Residential fee (Laundry) / Residential fee (Meal)/ Transport/ Parking fee received by the last date of refund will be accepted and there after no application for refund will be accepted. The refund would be made as per following deductions: -

Fee components	up to 15 <sup>th</sup> July 2023 Or within 7 days of admission (whichever is later)	From 16 <sup>th</sup> To 31 <sup>st</sup> July 2023 Or within 8 to 14 days of admission (whichever is later)	from 1 <sup>st</sup> To 16 <sup>th</sup> August 2023 Or within 15 to 21 days of admission (whichever is later)	from 17 <sup>th</sup> To 31 <sup>st</sup> Aug 2023 Or within 22 to 25 days of admission (whichever is later)	After 31st August 2023 Or after 25 days of admission (whichever is later)
Admission Processing Fee	USD 100/ INR 5000	No refund	No refund	No refund	No refund
Programme Fee	USD 100/ INR 5000	10% of Annual Fee	20% of annual Fee	50% of annual Fee	No refund
Hostel/ Apartments	USD 100/ INR 5000	10% of annual Fee	20% of annual Fee	50% of annual Fee	No refund
Transport charges	USD 10/INR 500	10% of annual Fee	20% of annual Fee	50% of annual Fee	No refund
Food Charges	USD 10/INR 500	10% of annual Fee	20% of annual Fee	20% of annual Fee	No refund
Indoor Sports / Gym Facility	USD 5/INR 200	10% of annual Fee	20% of annual Fee	20% of annual Fee	No refund
Laundry	USD 5/INR 200	10% of annual Fee	20% of annual Fee	20% of annual Fee	No refund
Vehicle Parking	USD 5/INR 200	10% of annual Fee	20% of annual Fee	20% of annual Fee	No refund
Health Insurance Charges	No refund	No refund	No refund	No refund	No refund

**Note:** - If an applicant has paid lesser than the amount to be deducted from any of the due fee like tuition fee, residential fee (residence)/ residential fee (meal)/ residential fee (laundry)/ transport/ Parking fee etc. then the deduction amount may be adjusted from the fee paid for other fee components like tuition fee, residential fee (residence)/ residential fee (meal)/ residential fee (laundry)/ transport/ Parking fee, if applicable.

## 2. Important Information for refunds: -

- 2.1 If student was earlier admitted to a programme but later on transferred to some other programme having lesser programme fee, then for calculation of 10% or 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.
- 2.2 In case a student has been admitted without charging any fee (for example student admitted on 100% LPU scholarship on tuition fee/ residential fee (residence)/residential fee (meal)/ residential fee (laundry) etc. and applies for refund, in such cases deduction/ adjustment/ refund would be made on components which he/she is actually paying.
- 2.3 Refund will be calculated on annual full fee (without scholarship) for academic session.
- 2.4 No interest is payable on any amount deposited with University also including refundable amount, if any.
- 2.5 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.
- 2.6 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 Rupees 78 for 1 USD.

### **3. Non-refundable fees/cases**

- 3.1** 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.
- 3.2** In case a fresher student leaves after the last date of refund 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.
- 3.3** If in any case, a candidate has unknowingly or will-fully concealed or suppressed any information/fact or if found impersonating or using any fraudulent means forgetting 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.
- 3.4** An applicant claiming for refund of programme fee and/ or residential fee(residence) and/or residential fee (laundry) and/ or residential fee (Meal) and/or transport fee and/ or Parking fee (as applicable) before the start of session, he/she shall not join the programme and/or avail residential/laundry/ transport/ parking facility/ meal plan (as and if applicable).
- 3.5** An applicant claiming for refund of programme fee and/or residential fee (residence) and/or residential fee (laundry) and/ or residential fee (Meal) and/or transport fee and/ or Parking fee (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/Meal plan (as and if applicable) from the date of application of refund.
- 3.6** An applicant if joins and/or continues in the above cases (d) or (e), as and if applicable, shall not be entitled for any refund and his/her application for refund will be considered as withdrawn, null & void.

### **4. Procedure to apply for refund**

**4.1** For refund, applicant needs to apply on the prescribed refund application form available on the University website along with following documents: -

- (a) Refund application Form ([https://www.lpu.in/admission/Prospectus/Part\\_C/refund-form.pdf](https://www.lpu.in/admission/Prospectus/Part_C/refund-form.pdf)).
- (b) Copy of Passport (National ID proof in case of Nepal and Bhutan).
- (c) Copy of Bank Passbook.
- (d) Proof of payment(s) submitted for admission.

Note: - In some countries where international fee refund/transfer option are not available, the student may be asked to open a new bank account in a specific bank for the processing of refund in his/her account. The refund may take up to 6 Months in such cases.

- 4.2** Only original form duly filled and signed by the student and parent/guardian received by email to [int.admissions@lpu.co.in](mailto:int.admissions@lpu.co.in) by the last date of refund will be accepted.
- 4.3** 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.
- 4.4** 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 prepared), or for request to reissue the cheque because of postal delay or otherwise, additional processing fee of Rupees 500/- will be charged.

In case of any further queries and information, feel free to contact us: -

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