

INTERNATIONAL REFUND POLICY - 2018

1. Application for refund of Programme 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.

(a) Refund of Tuition Fee

Refund applied	Deductions on Tuition fee
On or before 15 th July 2018	Admission Processing Fee (USD 200/ INR 10000)
16 th July 2018 To 15 th August 2018	10% of Annual Tuition fee + Admission Processing Fee (USD 200/ INR 10000)
16 th August 2018 To 31 st August 2018	20% of Annual Tuition fee + Admission Processing Fee (USD 200/ INR 10000)
on or after 1 st September 2018	Refund not applicable

If an applicant has paid lesser than the amount to be deducted from tuition fee, then the deduction amount may be adjusted from the fee paid for residential fee (residence)/ residential fee (meal)/ residential fee (laundry)/ transport/ Parking fee, if applicable.

(b) Refund of Residential fee (Hostel/ Apartments)

Refund applied	Deduction on Hostel/ Apartment fee
On or before 15 th July 2018	USD 100/ INR 5000
16 th July 2018 To 15 th August 2018	10% of Annual Hostel fee
16 th August 2018 To 31 st August 2018	20% of Annual Hostel fee
on or after 1 st September 2018	Refund not applicable

If an applicant has paid lesser than the amount to be deducted from residential fee (residence), then the deduction amount may be adjusted from the fee paid for tuition fee/ residential fee (meal)/ residential fee (laundry)/ transport/ Parking fee, if applicable.

(C) Refund of Residential Fee (Laundry)

Refund applied	Deduction on Laundry Fee
On or before 31 st July 2018	USD 10/ INR 500
1 st August 2018 To 31 st August 2018	USD 20/ INR 1000
on or after 1 st September 2018	Refund not applicable

If an applicant has paid lesser than the amount to be deducted from residential fee (laundry), then the deduction amount may be adjusted from the fee paid for tuition fee/ residential fee (residence)/ residential fee (meal)/ transport/ Parking fee, if applicable.

(d) Refund of Residential Fee (Meal)

Refund applied	Deduction on Meal Fee
On or before 31 st July 2018	USD 20 / INR 1000
1 st August 2018 To 15 th August 2018	10% of Annual Food fee
16 th August 2018 To 31 st August 2018	20% of Annual Food fee
on or after 1 st September 2018	Refund not applicable

If an applicant has paid lesser than the amount to be deducted from residential fee (Meal), then the deduction amount may be adjusted from the fee paid for tuition fee/ residential fee (residence)/ residential fee (laundry)/ transport/ Parking fee, if applicable.

(e) Refund of parking fee

Refund applied	Deduction on parking fee
On or before 31 st July 2018	USD 10/ INR 500
1 st August 2018 To 31 st August 2018	USD 20/ INR 1000
on or after 1 st September 2018	Refund not applicable

If an applicant has paid lesser than the amount to be deducted from Parking fee, then the deduction amount may be adjusted from the fee paid for tuition fee/ residential fee (residence)/ residential fee (meal)/ residential fee (laundry)/ transport fee, if applicable.

(f) Refund of Transport fee

Refund applied	Deduction on Transport Fee
On or before 15 th July 2018	USD 40/ INR 2000
16 th July 2018 To 15 th August 2018	10% of Annual Transport Fee
16 th August 2018 To 31 st August 2018	20% of Annual Transport Fee
on or after 1 st September 2018	Refund not applicable

If an applicant has paid lesser than the amount to be deducted from transport fee, then the deduction amount may be adjusted from the fee paid for tuition fee/ residential fee (residence)/ residential fee (meal)/ residential fee (laundry)/ parking fee, if applicable.

2. Important Information for refunds:-

- a) 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.
- b) 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.
- c) Refund will be calculated on annual full fee (without scholarship) for academic session.
- d) No interest is payable on any amount deposited with University also including refundable amount, if any.
- e) 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.
- f) 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 60 for 1 USD.

3. 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 30 days after the last date of admission 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 willfully 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.
- d) 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).

- e) 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.
- f) 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

- a) For refund, applicant needs to apply to the University on the prescribed form as available on the website
<https://www.lpu.in/admission/Prospectus/Part C/refund-form.pdf>
- b) Only original form duly filled and signed by the student and parent/guardian received in person or by email to
int.admissions@lpu.co.in by the last date of refund will be accepted.
- c) 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.
- d) 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.