

## MBA & EMBA Fee Refund Policy FY 2015-16

### Admission Cancellation

- Nonpayment of applicable dues will result in the cancellation of admission.
- An applicant who has been admitted and made all payments but remains absent without any prior notification (after the commencement of classes), will forfeit all dues already paid and his/ her admission will stand cancelled automatically without issuing any notice thereof.
- In case an applicant's admission is cancelled by LUMS, (s)he shall be entitled to get tuition fee, SOP, semester registration, reading material, hostel/residence fee, laundry charges, tuition and hostel securities refund; however, other components i.e. admission fee, hostel registration and advance tax will not be refunded.

### Deferment Policy

- In case a student applies for deferment before the commencement of classes then the Tuition fee, SOP and Registration fee will either be refundable or transferable to the year of joining (maximum up to two years). Whereas the Admission fee and Security will be retained as deferment fee that will be adjusted against fees at the time of joining. The student will be required to pay any differential amount in case of a revision in fee.
- In case the student deposited fee prior to the commencement of the upcoming term/ semester, the paid amount will be adjusted in next year's fee. Adjustment of due for students deferring in the middle of the term will not be carried forward to next year. The paid Security will be refunded subject to the clearance of all University dues.
- No refunds will be applicable except the Security in case a student does not join the MBA & EMBA Programme (within the stipulated timeline). Refund of security is subject to the final clearance of all outstanding university dues.

### Separation/ Suspension Refund Policy

- If a student is separated/suspended from the programme by the University for Academic Reasons and has deposited the dues for the next payment, all such dues deposited will be refunded.
- If a student is separated/ suspended from the programme because of disciplinary reasons or reasons other than academic, the dues deposited by him/ her for the current payment will not be refunded. However, if for some reason, decision is delayed till the next payment and the student pays the dues for the next payment, such dues will be refunded.

### Withdrawal from the Programme:

- In case a student finds it necessary to withdraw from the Programme before the commencement of classes, (s) he must inform Office of Admissions ([admissions@lums.edu.pk](mailto:admissions@lums.edu.pk)) in writing.
- In case a student finds it necessary to withdraw from the Programme after the commencement of classes, (s) he must inform LUMS Programme Coordination Office SDSB.
- Upon approval the following refund policy will apply:

Fee Component	Deadline	Amount of Fee Refund
Admission Fee	Non Refundable	
Advance Tax	Collected under section 236 I of the Income Tax Ordinance 2001	Non Refundable
Semester Registration, SOP & Reading Material	Before the commencement of classes	100%
	After the commencement of classes	Non Refundable
Admission Security (Refundable)	Within One (1) year from the date of graduation / withdrawal / separation / completion of Academic tenure (i.e. four years)	100%
	After One (1) year from the date of graduation / withdrawal / separation / completion of Academic tenure	50%
	After two (2) years from the date of graduation / withdrawal / separation / completion of Academic tenure	Non Refundable
Tuition Fee Fall / Spring Semester	Before the commencement of classes	100%
	Up to first seven (7) days of the commencement of classes	100%
	From eight (8) - fifteen (15) days after the commencement of classes	50%
	More than 15 fifteen (15) days after the commencement of classes	Non Refundable

### Hostel/Residence Fee Refund Policy:

Hostel/Residence Fee Component	Deadline	Amount of Fee Refund
Hostel/Residence Fee	Before announced Hostel check in	100%
	After announced Hostel check in	Non Refundable
Advance Tax	Collected under section 236 I of the Income Tax Ordinance 2001	Non Refundable
Laundry Charges (Except EMBA)	Before announced Hostel check in	100%
	After announced Hostel check in	Non Refundable
Hostel Registration	Non Refundable	
Hostel Security (Refundable)	100%	

- Freshmen cannot take their First Semester off.
- Freshmen cannot drop or withdraw from all courses.
- The University reserves the right to change its policies and fee structure at any time.
- Amount will be refunded within two weeks on receipt of refund application along with all required documents.
- In case of any query regarding fee; please contact at [accountsreceivable@lums.edu.pk](mailto:accountsreceivable@lums.edu.pk)