

Executive MPhil – SOE Fee Refund Policy FY 2021-22

Admission Cancellation

- Non-payment of applicable dues will result in the cancellation of admission.
- A candidate who has been admitted and made all payments but remains absent without any prior notification, 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 cancelled by LUMS s(he) shall be entitled to get tuition fee, semester registration, hostel fee and general security refund; however, other components i.e., **admission fee 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 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 the 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 the next year. The paid Security will be refunded subject to clearance of all University dues.
- No refunds will be applicable except the Security in case a student does not join the Graduate Programme (within 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) in writing.
- In case a student finds it necessary to withdraw from the Programme after the commencement of classes, (s) he must inform to Registrar Office (helpdeskro@lums.edu.pk).

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
Admission Security	Refundable	100%
Tuition Fee & Semester Registration (Fall / Spring Semester)	Before the first day of 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

- Freshmen cannot take their First Semester off OR cannot drop/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 helpdeskro@lums.edu.pk