

## MBA, EMBA & MS-SDSB Fee Refund Policy FY 2024-25

### Admission Cancellation

- In case an applicant's admission is cancelled by LUMS due to any reason including failure in meeting the requirements mentioned in the offer letter, (s)he shall be entitled to get tuition fee, SOP, semester registration, reading material, security refund and hostel/residence fee refund; however, **admission fee will not be refunded.**

### Deferment Policy

- In case a student applies for deferment before the commencement of classes (after SOP) then the Tuition fee, Registration fee and reading material 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 fees 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 a student applies for deferment after the commencement of classes, the refund policy enlisted in Table 1.1 and 1.2 shall apply. However, Admission fee and security which will be retained as deferment fees that will be adjusted against fee at the time of joining.
- None of the fee components will be refunded except Security in case a student does not join the MBA, EMBA, and MS-SDSB Programme within the stipulated timeline for deferment. A refund of security is subject to the final clearance.

### 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 semester, 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 semester will not be refunded. However, if for some reason, the decision is delayed till the next semester and the student has already paid the dues for the next semester, such dues will be refunded.

### Withdrawal from the Programme:

- In case a new student finds it necessary to withdraw from the Programme before the commencement of classes, (s)he must inform the Office of Admissions ([admissions@lums.edu.pk](mailto:admissions@lums.edu.pk)) in writing.
- In case a new student finds it necessary to withdraw from the Programme after the commencement of classes, (s)he must inform the relevant program coordinator and Registrar Office at [helpdeskro@lums.edu.pk](mailto:helpdeskro@lums.edu.pk) in writing.
- Upon withdrawal from the program the following refund policy will apply:

**Table 1.1**

Fee Component	Deadline	Amount of Fee Refund
Admission Fee	Non-Refundable	
Reading Material	Before the commencement of classes	100%
	After the commencement of classes	Non-Refundable
Admission Security	Refundable	100%
Tuition Fee & Semester Registration Fee (Fall/Spring Semester /Module)	Before the commencement of classes	100%
	Up to the first seven (7) days of the commencement of classes	100%
	From eight (8) – to fifteen (15) days after the commencement of classes	50%
	More than 15 fifteen (15) days after the commencement of classes	Non-Refundable
SOP	Before the start of SOP	100%
	After the start of SOP	Non-Refundable

### Hostel/Residence Fee Refund Policy:

**Table 1.2**

Hostel/Residence Fee Component	Deadline	Amount of Fee Refund
Hostel/Residence Fee	Before the first day of commencement of classes	100%
	After the first day of commencement of classes	Non-Refundable

- Finance office shall communicate the fee refund policy along with the relevant deadline to returning students before the commencement of each semester.
- The University reserves the right to change its policies and fee structure at any time.
- Amount will be refunded within three weeks on receipt of refund application along with all required documents.
- In case of any query regarding fee, please contact at [helpdeskfinance@lums.edu.pk](mailto:helpdeskfinance@lums.edu.pk)