

## Undergraduate Fees Refund Policy FY 2015-16

### Admission Cancellation:

- Applicants who do not meet the condition (s) stipulated in the offer letter shall be entitled to get tuition fee, lab charges, semester registration, hostel fee, laundry charges, tuition and hostel securities refund; however, other components i.e. admission fee, hostel registration and advance tax will not be refunded.

### Separation / Suspension:

- 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 due to 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 pays the dues for the next semester, such dues will be refunded.

### Withdrawal from the Programme:

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

Fee Component	Deadline	Amount of Fee Refund
Admission Fee	Non Refundable	Non Refundable
Advance Tax	Collected under section 236 I of the Income Tax Ordinance 2001	Non Refundable
Semester Registration Fee	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. six 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 & Lab Charges (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 fifteen (15) days after the commencement of classes	Non Refundable

### Hostel Fee Refund Policy (If Applicable):

Hostel Fee Component	Deadline	Amount of Fee Refund
Hostel Dues	Before announced Hostel check in	100%
	After announced Hostel check in	Non Refundable
Laundry Charges	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
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)