



Refund Policy

Self-Withdrawal from Admission

Admission Fee: This fee is non-refundable and non-transferable under any circumstance.

Tuition Fee:

- For Fresh Entrant (Admission), the tuition fees paid will be refunded according to the guidelines set forth by the Higher Education Commission (HEC) refund policy as outlined below:
 - **Full refund:** Available upon submission of a written application within the first week (up to the 7th day) of the semester's commencement.
 - **Partial refund:** 50% refund is available upon submission of a written application within the second week (from the 8th day to the 14th day) following the start of the semester.
 - No refunds will be issued beyond the 14th day (third week) after the semester begins.

Course Registration Charges:

- **Full Refund:** If a cancellation request is received within the first week after the semester begins.
- No refund is available beyond the 1st week after the semester begins.

Examination Charges:

- **Full refund:** If the cancellation request is received within mid-term.
- **50% refund:** Available after mid-term until the 12th class.
- No refund is available beyond the 12th class after the semester begins.

Lab Charges:

- **Full refund:** If the request is received within the first week of the semester.
- **50% refund:** Available before the mid-term Exam.
- No refund is available beyond the mid-term Exam.

Student Activity Charges:

- **Full refund:** If the request is received within the first week of the semester.
- No refund is available beyond the first week of the semester.

Security Deposit: This deposit is refundable upon cancellation of admission by the student or university.

However, any outstanding amounts owed will be deducted or adjusted from the refund.

Cancellation of Provisional Admission by University

A provisionally admitted student who fails to meet applicable admission eligibility criteria is required to submit their results to the admission office within 2 weeks after publication of the result to get a 50% tuition fee refund.

To qualify for the refund, the candidate must submit a refund application/security deposit refund form to the finance office after duly verified by the admission office. Failure to do so will result in forfeiture of the tuition fee.

Deferment of Admission Policy

If a candidate submits a written request for the deferment of admission for a semester, the paid fee will be carried forward to the following semester.

Withdrawal: If the candidate later decides not to join and informs the Institute of their withdrawal, the fee paid will be forfeited.

For any questions or additional information, please contact the admissions or finance office.