

## **Policy for Course Fee Refund for Students Who Withdraw from Courses - Faculty of Graduate Studies**

The Council at its 624<sup>th</sup> meeting held on 11.09.2024 has approved the Policy for course fee refunds for students who withdraw from courses as mentioned below. This policy was implemented with effect from 01.11.2024.

- 1. Students who have registered for the programme up to two weeks but have not participated in any lecture:**  
Course fee will be refunded after retaining 10% as administration cost.
- 2. Students who have registered for the programme and participated in lectures for up to one month:**  
Course fee will be refunded after retaining 20% as administration cost.
- 3. Students who have registered for the programme and participated in lectures for more than one month:**  
Course fee will not be refunded.
- 4. Students who request to withdraw due to special circumstances:**  
The refund requests will be evaluated on a case-by-case basis.

**All requests must be approved by the Board of Graduate Studies and forwarded to the Finance Committee for recommendation to the Council for its approval.**

**Note: Course fee refunds will be considered only for students who submit refund requests within three months from the date of registration with effect from 1<sup>st</sup> January 2026.**