

IBA Fee Refund Policy

Objective of Fee Refund Policy

This policy defines the procedures and conditions under which students may be eligible for a refund of tuition and other applicable fees at the Institute of Business Administration (IBA).

General Guidelines

- All refund requests must be submitted in writing using the prescribed form provided by the finance office.
- The Institute reserves the right to request supporting documentation before processing any refund or course amendment.
- Where a student's account reflects a credit balance due to overpayment, the balance shall be refunded in full after verification.
- The policy applies to all IBA programs, including regular, evening, and EMBA programs.
- All refunds shall be made through bank transfer or crossed cheque; cash payments are not accepted.
- Refunds shall be processed within 30 working days after approval and clearance of all institutional dues, including library and laboratory obligations.

Refund of Tuition Fee

Annexure A

Timeline (from commencement of classes)	Refund Percentage
Up to the 10th day	100% Refund
Up to the 15th day	80% Refund
Up to the 20th day	60% Refund
Up to the 30th day	50% Refund
After the 30th day	No Refund (0%)

Note: Timelines include weekends and public holidays.

Specific Scenarios and Refund Provisions

Scenario	Policy / Refund Criteria
IBA unable to deliver the academic program	100% of the tuition fee shall be refunded.

Change of class or section	No refund or additional charge shall apply unless there is a difference in fee structure.
Credit balance due to overpayment	Refund may be processed upon written request from the student or sponsor.
IBA withdraws an offer of admission	100% refund if the student does not meet admission criteria; no refund if the student has provided false or misleading information.
Student excluded for poor academic performance (CGPA < 2.2)	100% refund for any advance payment for future semesters not commenced; no refund for the ongoing semester.
Student suspended or expelled for disciplinary or academic misconduct	100% refund for future semesters paid in advance; no refund for the ongoing semester.
Semester gap (approved by IBA) or carry forward of fee towards future semesters	Fee may be adjusted to the next enrolled semester if classes have not commenced; no refund after commencement.
Extraordinary circumstances (death or permanent disability)	100% tuition fee refund upon verification.
Dropout (before semester commencement or during add/drop period)	Student enrollment will be officially withdrawn through the Program Office. Tuition and course fee implications will be applied according to standard course add/drop rules and Annexure A. After commencement of classes, all applicable Annexure A timelines and conditions apply.
Withdrawal Status during the Semester	In case of withdrawal (W) of courses during the semester, mean status shown as withdrawal of course will be consider as tuition fee as per standard procedure. Fee can be remove only the case of dropout by the program office,
Pending Fee Adjustment	Fee paid under any head shall not be refunded if any fee is pending under any other head. Fee will be refunded after adjustment of all the fee pending under different heads.

Refund of Other Charges

Charge Type	Refund Policy
Transport Fee	100% refundable minus days availed
Utilities / Services Fee	100% refundable minus days availed
Student Activity Charges	According to the annexure A

Admission Fee and Other Non-Refundable Charges

The admission fee is non-refundable under all circumstances. Where a student is admitted and subsequently transfers to another program, a program transfer fee shall be applicable, regardless of whether the transfer is based on a new test or within the same school (e.g., BBA to BSAF), subject to institutional approval and applicable procedures. Such transfers shall not require payment of the admission fee again beyond the initial admission. However, a transfer fee at the approved rate shall be charged upon transfer of the program.

All other one-time charges, including but not limited to application and transcript fees, are non-refundable once paid, irrespective of admission outcome or subsequent withdrawal.

Special Circumstances (Case-by-Case Review)

Requests for consideration under exceptional circumstances shall be processed on a **case-by-case basis**, subject to submission of verifiable supporting documentation and in accordance with institutional procedures. Such consideration is **exceptional in nature** and shall not be treated as a precedent or general entitlement.

All cases shall be evaluated **within the framework of the approved refund timeline specified earlier in this policy**, and any adjustment shall ordinarily be restricted to the applicable refund bracket.

Notwithstanding the above, cases involving:

- **Self-Serious medical conditions** or
- **Self-Legal, immigration, or relocation constraints**

may be submitted, along with management recommendations, for **consideration and approval by the AFC/BoG on a case-to-case basis**, including where any **pro-rata adjustment, fee carry-forward, or deviation from the standard framework** is proposed.

Requests for **semester deferral or postponement**, where submitted within the prescribed period and meeting defined criteria, may be processed in accordance with approved procedures, provided such cases remain within the standard policy framework of applicable refund bracket.

Refund Application Process

- Submit a written refund application on the prescribed form.
- Attach proof of payment and all relevant supporting documents.
- Ensure clearance of all institutional dues.
- Refunds will be processed within 30 working days of approval through bank transfer or crossed cheque.

Policy Review

The Audit & Finance Committee shall review this policy periodically preferably every three years to ensure alignment with regulatory and institutional requirements. Non-compliance with this policy may invite disciplinary or regulatory action.