

## APPLICABLE NORMS FOR WITHDRAWING THE APPLICATION:

1. For students who withdraw their candidature from Credit Transfer Option, following rules will be applicable for the fee of ICTP:

S. No	Case/Conditions	Deduction *
1	Student withdraws the application till End of second term in case of 2+2 and till end of first term in case of 1+1	No Credit transfer Fee is applicable
2	Student withdraws the application <ul style="list-style-type: none"> <li>• After 1<sup>st</sup> year or completion of 2<sup>nd</sup> term (Term 2 last teaching day) in case of 2+2</li> <li>• After 1<sup>st</sup> term (Term 1 last teaching day) in case of 1+1</li> </ul>	20000 INR will be paid by the national students and students from Nepal, Bangladesh, Bhutan and Sri Lanka. and rest amount will be settled in the tuition fee of next/upcoming term USD 250 will be paid by the international students other than from Nepal, Bangladesh, Bhutan and Sri Lanka. and rest amount will be settled in the tuition fee of next/upcoming term
3	Student has completed the final application process but decides to withdraw his/her application (before offer letter)	20000 INR will be deducted from the national students and students from Nepal, Bangladesh, Bhutan and Sri Lanka and rest amount will be settled in the tuition fee of next/upcoming term 250 USD will be deducted from the international students from countries other than from Nepal, Bangladesh, Bhutan and Sri Lanka and rest amount will be settled in the tuition fee of next/upcoming term
4	Student does not get the offer letter from the partner University	
5	Student get the offer letter from the partner University but not the VISA of the Country	
6	Student get the offer letter from the partner University and the VISA of the Country but decides to withdraw his/her application	<b>NO REFUND</b> will be allowed in such cases
7	Any Fees paid by the student to the partner University	Refund as per the regulations/conditions set by the partner University.

**\*All deductions to be made from the International Credit Transfer fee paid by the Student**

**Note: A Student under ICT program who withdraws the application as mentioned in the above table will undertake program change as per university policy.**

2. If due to any unforeseen reason, student is awaiting VISA after Receiving offer letter from Partner/Receiving University, he/she then has the choice to attend upcoming Term (Semester) at LPU after paying the full Term (Semester) fee as per University timelines. In case the student's VISA comes

after the commencement of academic Term (semester) and he/she then decides to join the Partner/Receiving University then he/she can seek refund from LPU against tuition fee as per following conditions:

<b>Time Period</b>	<b>Applicable Fee</b>	<b>Refund</b>
Start of Autumn Term –Upto 31 <sup>st</sup> August <b>OR,</b> Start of Spring Term- Upto January 31 <sup>st</sup>	25% of tuition fee	75% of tuition fee
Autumn Term: Upto 30 <sup>th</sup> September <b>OR,</b> Spring Term: Upto 28 <sup>th</sup> or 29 <sup>th</sup> February	50% of tuition fee	50% of tuition fee
Autumn Term: Upto 31 <sup>st</sup> October <b>OR,</b> Spring Term: Upto 31 <sup>st</sup> March	75% of tuition fee	25% of tuition fee
Autumn Term: Upto 30 <sup>th</sup> November <b>OR,</b> Spring Term: Upto 30 <sup>th</sup> April	Full Term Fee	No Refund

- If the student is not able to fulfill the eligibility criteria for ICTP then the student has to attend the 5<sup>th</sup> term (in case for 2+2 program) and 3<sup>rd</sup> term (in case of 1+1 program) and 5<sup>th</sup> and 6<sup>th</sup> Module for MBA 1+1 program in LPU only and after completing the eligibility criteria the student can still avail the ICTP option for the remaining terms and the student will pay the tuition fee of LPU for that term/module.

#### **IMPORTANT INFORMATION POINTS FOR STUDENTS**

- Passport:** A Student is required to have a **valid passport** (with at least three year validity) before the application process for Credit Transfer Option is initiated.
- Entry requirements:** The entry requirements of the Partner/Receiving University abroad can vary and can be also different from what it is today. Lovely Professional University (LPU) will not be liable for any thing that may be caused due to such variation and/or changes. It may also include paying programme fee and/or other charges as solicited by the Partner/ Receiving University for the remaining duration of the programme before going for study abroad
- Additional Proficiency Skills:** A student may have to sit for English Language Proficiency Tests like TOEFL/ IELTS etc. or any other competitive examination like SAT/ GMAT etc. as per conditions prescribed by the Partner/Receiving University. Fee for the same is to be paid by the student separately
- Partner/Receiving University Fee:** If the Partner/ Receiving University charge any Application Fee, then the same shall be borne by the student.
- Refund:** Any fee paid to the Partner/Receiving in the form of processing/administrative/ tuition fee etc. will be processed for refund as per the refund/compensation policy of the Partner/Receiving University. The students are therefore required to very carefully go through the refund policy of Partner/Receiving University. (Term 2 last teaching day)
- VISA Related Issues:**
  - The University (LPU) is not responsible for any VISA related issues and the process is taken ahead by the student himself/herself. Student has to apply and fulfil the VISA requirements of the host country to be visited for the purpose of Credit Transfer.
  - The VISA requirements of the host countries where the Partner/ Receiving Universities are situated can vary and can also be different from what it is today and the University (LPU) will not be liable for any thing that may be caused due to such variation and/or changes.
  - The University (LPU) is not liable to incur any expenses for any VISA related issues of the student.
  - The VISA obtained with the help of the University (LPU) for the purpose of Credit Transfer option cannot be used for any other purpose.

- 7. Original Documents:** Students applying for ICTP will be mandatorily required to submit original transcripts of all semesters/terms for which they have studied here at LPU.

### MISCELLENOUS POINTS

1. It is very important that before taking the decision of joining the Partner/ Receiving University the student and the parents must ensure an understanding of the financial/legal implications, career opportunities, medical implications etc.
2. Students are awarded academic transcripts for the period they have spent in LPU and the final degree will be awarded by the partner University where the student completes the programme.
3. It is the responsibility of the student to submit all the documents required in the form of affidavit, indemnity bond, undertaking and all other documents with the authentication and attestation of the Judicial/ Executive/ Magistrate/ Notary or other authorities as prescribed by the University (LPU) well in advance or when required by the University (LPU).
4. A student and/ or his parents may have to complete certain formalities/ documentation including but not limited to undertaking, indemnity bond etc. as and when demanded by the University (LPU).
5. It is the responsibility of the student to check authenticity and validity of the Partner/ Receiving Universities abroad and their programme for which he/she opts for.
6. A student shall not be permitted to apply for the Credit Transfer option in a Country/ University of his/her own choice .The student can join a Partner/Receiving University as per the list provided by the University (LPU).
7. The list of Partner/ Receiving Universities and/or host countries for Credit Transfer or otherwise, as available today may change when the student becomes eligible to go abroad or from time to time. In that case, if the students doesn't want to continue in the ICTP program then the student will be given the option to complete the programme at LPU by getting the program changed as per the policy and and by paying the required charges as defined in the University's Change of Program policy.
8. Nomenclature of Degree, Duration, Curricula, Evaluation, and Fee etc. may vary in respect of different Partner/ Receiving Universities. Student shall verify and accept all details before joining the ICTP program and also taking the final credit transfer to foreign university.
9. Student should verify all the details related to the foreign university, program, duration, fees, travel expenses, VISA rules, work opportunities and other details before joining the ICTP program and also taking the final credit transfer to foreign university.
10. It is to be ensured by the student that all his/her dues are cleared before joining the Partner/ Receiving University. In case of any pending dues with LPU, the student shall not be permitted to join the Partner/ Receiving University.
11. All students who successfully proceed for ICTP will be marked with a special status "TW" (Left due to Credit Transfer Option) in the internal database of the University by the Records Cell (Division of Examination) and the student will be considered as "Left" from the system of the University.
12. If in case the student still wants to join back after being marked "TW" due to any unforeseen or personal reasons then all existing conditions (including charges as applicable) of re-joining the University shall apply. The student shall resume classes and will fulfil all academic obligations: no duty leaves, attendance relaxation, CA proration shall be done for such a student.
13. If a student completes 2 years in case of (2+2) program and 1 year in case of (1+1) program at LPU, and will join Partner/Receiving University in Spring term/ the Academic session, then term-off will be applicable for the Autumn term of the Academic session after the payment of term-off fee as per University norms.  
e.g:-  
3rd semester in case of (1+1) program  
5th semester in case of (2+2) program  
5th and 6th module in case of (1+1) MBA  
However, if a student wants to attend the classes, the same will be allowed after the payment of applicable tuition fee of the particular term.
14. Hostel refund in case of ICTP shall be made as per the OJT/Internship guidelines.

- 15.** Alumni Fee shall be applicable for the students who have availed the ICTP option and would be collected along with 3<sup>rd</sup> semester fee in case of 2+2 and 2<sup>nd</sup> semester in case of 1+1.
- 16.** The University reserves the right to change in part or as whole the terms and conditions of this program as required from time to time.