



Hari Shankar
Singhania
School of Business

FEE REFUND POLICY

2024-25

Introduction

HSB is committed to providing all enrolled students with a transparent and fair refund policy. In the event of withdrawal from a program, students are eligible for a refund.

The refund process at HSB is guided by the "Withdrawal and Refund of Fees" policy, applicable to all students. This policy aligns with the directives outlined in the University Grants Commission (UGC) Notification on Refund of Fees and Non-Retention of Original Certificates from October 2018, following specific criteria.

Important Dates

Last Date of Admission: June 15, 2024

Procedure for Seeking Withdrawal and a Refund

1. Any student admitted to HSB may apply for cancellation of their admission and/or for withdrawal from the programme by following a five-tier system for the refund of fees remitted by the student
2. To apply for a refund, the student must formally email their request for withdrawal and a refund to 'adcom@hsb.edu.in'. Student must include their name, registered email ID, and application number in all communications regarding withdrawals and refund
3. The initial request for withdrawal and refund must be formally emailed to 'adcom@hsb.edu.in' by no later than 5:00 PM on the last deadline of each period as clarified in the table below
4. Any grievance regarding refunds under HSB's Refund Policy must be emailed to 'accountsofficer@hsb.edu.in'

Terms of the Refund Policy

Below are the refund details on the withdrawal of admission by the student

| S. No. | Withdrawal Notice Period | Effective Dates | Refund of Security Deposit | Refund of One-Time Admission Fee | Refund of Y1 Tuition Fee | Refund of Residence Fee |
|--------|---|------------------------------|----------------------------|----------------------------------|--------------------------|-------------------------|
| 1. | 15 days or more before the formally notified last date of admission | May 31, 2024, and earlier | 100% | 100% | 100% | 100% |
| 2. | Less than 15 days before the formally notified last date of admission | June 1, 2024 - June 14, 2024 | 100% | 90% | 90% | 100% |

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|----|--|-------------------------------|------|-----|-----|--------------------|
| 3. | 15 days or less after the formally notified last date of admission | June 15, 2024 - June 30, 2024 | 100% | 80% | 80% | Prorated deduction |
| 4. | 30 days or less, but more than 15 days, after the formally notified last date of admission | July 1, 2024 - July 14, 2024 | 100% | 50% | 50% | Prorated deduction |
| 5. | More than 30 days after the formally notified last date of admission | July 15, 2024, or after | 100% | 0% | 0% | Prorated deduction |

Note:

1. An amount of INR 1000 only, to be deducted as a processing fee
2. The above details are based on the amount(s) deposited by the student within the payment deadlines of HSB
3. The refund amount will differ for students based on the amount of financial aid granted to them
4. In case the admission of a student is withdrawn on account of disciplinary violations of any kind, no refund of fees is permissible. The student will only be refunded the Security Deposit paid
5. In case the admission of a student is withdrawn on account of ineligibility, falsified information, false documents, or incorrect information detected at any stage, no refund of fees will be permissible. The student will only be refunded the Security Deposit paid
6. HSB reserves the right to change, modify, add, or remove portions of the Refund Policy at any time by posting the amended policy. Students are advised to check the policy periodically for changes

Disclaimer:

Once a refund request is processed, the student will not have a claim over a seat at HSB