



**THE IMPERIAL COLLEGE OF BUSINESS STUDIES LAHORE**

[www.imperial.edu.pk](http://www.imperial.edu.pk)

(Chartered under Imperial College of Business Studies Ordinance 2002, Punjab Ordinance no. XIX, 2002)

Bahria Chowk, Canal Bank Road, Lahore-53720 Pakistan Tel.: (+92 311 177 7222, +92 311 188 8222)

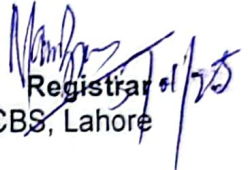
Ref: Reg/Noti/ICBS/25-26/02346

Date: January 5, 2025

### NOTIFICATION

The Competent Authority has been pleased to approve and adopt the **Higher Education Commission (HEC) National Fee Refund Policy (Revised 2024)** for ICBS in anticipation of the approval of the Academic Council with immediate effect. The policy shall be applicable in its entirety, including all provisions relating to cancellation/withdrawal, postponement, refundable fees, non-refundable fees, fee transfer, and other relevant matters.

All concerned are directed to comply with the provisions of the HEC National Fee Refund Policy (Revised 2024) in letter and spirit.

  
Registrar  
ICBS, Lahore

CC:

- PS to Chairman ICBS, Lahore.
- PS to Rector ICBS, Lahore.
- Controller of Examinations, ICBS, Lahore
- Director Finance, ICBS, Lahore
- Director, QEC, ICBS Lahore
- Manager IT, ICBS Lahore
- Manager Admin, ICBS Lahore
- Accounts Office
- HOD'S/All Faculty Members
- All Staff ICBS, Lahore
- Office Copy



# ICBS FEE REFUND POLICY

**Revised 2024**

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**Glossary of Terms and Abbreviations**

|       |                                      |
|-------|--------------------------------------|
| HEC   | Higher Education Commission          |
| ICBS  | Imperial College of Business Studies |
| NLFRP | National Leve Fee Refund Policy      |
| NFRP  | National fee refund policy           |

## 1. **INTRODUCTION**

This policy covers important information about tuition, other fee charges and the circumstances in which students are entitled to receive a refund.

Previously, the Higher Education Commission approved and circulated Two (02) fee refund policies in 2012, namely “National Leave Fee Refund Policy (NLFRP), 2012” and National fee refund policy (NFRP) in 2015 respectively.

## 2. **AIMS AND OBJECTIVES**

- 2.1. The purpose of the policy is to set out clearly the conditions on which refunds of such fee may be made, the amount, the applicable dates, any deduction made from the refund and the process by which withdrawals from programs are officially recorded.
- 2.2. A student who withdraws from a semester/course(s) completely or is otherwise withdrawn or de-enrolled by a university is subject to a Fee Refund as per this policy.
- 2.3. The purpose of this policy is to provide guidance on when refunds of fee will be made by a university when a student(s) withdraws, or a program is withdrawn and how refunds will be calculated. This relates to the portion of the fee that is paid directly by the student his/her guardian or by a private sponsor and covers full undergraduate and postgraduate programs.
- 2.4. To ensure that ICBS contribute to the betterment of students, this policy has been made pursuant to the powers granted to the HEC under the Higher Education Commission Ordinance, 2002. The implementation of this policy’s binding on all ICBS in the country, whether operating in the public or private sectors. Violation(s) or failure(s) to comply with the HEC’s policies may lead to regulatory action by HEC against that non- compliant ICBS.

## 3. **SCOPE**

- 3.1. This policy applies to all categories and levels of Pakistani students enrolled in a higher education undergraduate and graduate degree program in Public and Private Sector Institutions including affiliated colleges in Pakistan.

#### **4. CANCELLATION/WITHDRAWAL**

- 4.1. Students canceling or withdrawing from a program of study may be entitled to a refund of Tuition Fee. Generally, those students will qualify for a refund whose request for a fee refund falls under one of the categories:
- i. Personal Emergencies.
  - ii. Health Reasons,
  - iii. Care of and medical reasons for Family Members.
  - iv. Legal/Immigration Matters.
  - v. Delay in admission in other Universities.
  - vi. Other (these reasons will be considered on an individual case basis).
- 4.2. If a student is required to leave the program due to non-fulfillment of entry/admission requirements upon official announcement of examination results, he/she will be eligible for a refund.

#### **5. POSTPONEMENT**

- 5.1. The Tuition Fee can be carried forward and utilized for the following subsequent semester if a student seeks postponement of his/her studies within Two (2) weeks of the commencement of the semester.
- 5.2. However, after the above-mentioned time frame, any request for the Tuition Fee to be carried forward shall only be permitted on medical grounds, duly verified by a medical officer of the University or by a Doctor of a Government Hospital. The ICBS, however, may inquire about the authenticity/validity of the medical certificate/advice of the doctor.

#### **6. REFUNDABLE FEE**

##### **7. Tuition Fee:**

- 7.1. Application for a refund of Fee can be made by completing the appropriate form and submitting the proof of payment. Any refund will be paid to the student or his/her parents/guardians/ sponsoring body.

7.2. The refund amount of Tuition Fee is subject to the following schedule:

| Timeline                                                | Percentage of Fee |
|---------------------------------------------------------|-------------------|
| Upto 10 <sup>th</sup> day of commencement of classes    | 100% fee refund   |
| Upto 15 <sup>th</sup> day of commencement of classes    | 80% fee refund    |
| Upto 20 <sup>th</sup> day of commencement of classes    | 60% fee refund    |
|                                                         |                   |
| Upto 30 <sup>th</sup> day of commencement of classes    | 50 % fee refund   |
| 31 <sup>st</sup> day onwards of commencement of classes | No Refund         |

Note: The timelines for refund of tuition fee are inclusive of the weekends.

## **8. Laboratory Fee:**

The Laboratory fee contains the following types:

- Computer Laboratory: Compulsory for all students
- Science Laboratory: Compulsory for all students who enroll in one or more science subjects such as Biology, Chemistry, Physics etc.
- Engineering Laboratory: Compulsory for all engineering students.
- Medical Laboratory: Compulsory for Medical and Health Sciences students.
- Other Laboratory: Compulsory for students
- The laboratory fee is 100% refundable minus (-) the days a student has availed of that facility(es).

## **9. Library Fee:**

- 9.1. The library/digital library fee is completely refundable.

## **10. Transport Fee:**

- 10.1. The fee submitted for transportation is completely refundable.
- 10.2. The transport fee is 100% refundable minus (-) the days a student has availed of that facility(es).

## **11. Utilities Fee:**

- 11.1. The fee submitted for utilities/services is completely refundable.
- 11.2. The Utilities fee is 100% refundable minus (-) the days a student has availed of that facility(es).

## **12. Security/Deposit Fee:**

- 12.1. Payable by all new students together with the first-semester tuition fee, this fee is refundable after deductions are made for the damage/loss (if any) caused by the student.
- 12.2. The deposit is fully refundable after the student has completed his/her duration of

studies or has withdrawn/transferred to another university.

**13. Examination Fee:**

13.1. The fee submitted as an examination fee is completely refundable.

**14. Fee for Curricular/Co-Curricular Activities:**

14.1. The fee submitted for curricular, co-curricular, extra-curricular, sports, tours, field trips etc. activities is completely refundable.

The Curricular/co-curricular, extra-curricular, fee is 100% refundable minus (-) the days a student has availed of that activity(es).

**15. Fee Transfer:**

15.1. A student who transfers to another program within the university will be eligible for fee transfer to the new program. If there's difference of fee in between the two programs of that university than:

- a. In case the fee difference is Positive then the difference will be paid by the student.
- b. In case the fee difference is negative then the difference will be paid to the student.

**16. NON-REFUNDABLE FEE**

**17. Admission Fee:**

17.1. The fee paid as an admission fee is nonrefundable.

17.2. However, it may be noted that in case, a student paid admission fee in one of the constituents/affiliated colleges of the university, and he/she/transgender is also offered admission in another college in the same program, then the admission fee paid to the earlier college is to be transferred to the later college in respect of that student.

**18. Registration/Application Fee:**

18.1. Any Fee, payable at the time of initial application is non-refundable under any circumstances.

**19. No Refund:**

19.1. A student expelled from the university due to disciplinary misconduct, shall not be eligible for any refund, except for the refundable Security/Deposit Fee.