

# Fees Refund Policy

Academic Year 2026-27 (October 2026 and January/February 2027 intakes)

Birkbeck, University of London - Bengaluru (the "Campus") is committed to transparency, fairness and student welfare in all financial matters. This Fees Refund Policy sets out how tuition and other fees are treated where an applicant or student cancels or withdraws, or where a programme is disrupted.

The policy should be read together with the Campus Fee Structure and the Student Protection and Continuity Plan.

This policy applies to all applicants and enrolled students of the undergraduate (UG) and postgraduate taught (PG) degrees offered by the Campus.

## 1. Application Fee

The application fee (₹2,000) is non-refundable under all circumstances. Applicants are advised to review the eligibility criteria, programme details and admission deadlines carefully before making payment.

## 2. Admission / Registration Fee

The admission / registration fee (₹25,000) is a one-time fee. Where an applicant or student withdraws or cancels their admission, it is refundable on the same basis as tuition fees, according to the timing-based scale set out in Section 4.

## 3. Refund of Tuition and Admission / Registration Fees on Withdrawal

Where an applicant or student withdraws or cancels their admission, the refund of tuition fees and the admission / registration fee is calculated by reference to the formally notified last date of admission:

| Time when notice of withdrawal of admission is received by the Campus | Percentage of refund of fees                            |
|-----------------------------------------------------------------------|---------------------------------------------------------|
| 15 days or more before the formally notified last date of admission   | 100% (less a processing charge of not more than ₹1,000) |
| Less than 15 days before the formally notified last date of admission | 90%                                                     |
| 15 days or less after the formally notified last date of admission    | 80%                                                     |

| Time when notice of withdrawal of admission is received by the Campus                  | Percentage of refund of fees |
|----------------------------------------------------------------------------------------|------------------------------|
| More than 15 days and up to 30 days after the formally notified last date of admission | 50%                          |
| More than 30 days after the formally notified last date of admission                   | Nil                          |

The formally notified last date of admission is published on the Campus website and stated in offer letters. The Campus reserves the right to amend the last date of admission, and any change will be published in the same manner.

#### 4. Cancellation, Cooling-Off and Offer Conditions

Fees paid (excluding the non-refundable application fee) will be refunded in full in the following circumstances:

- Cooling-off: the applicant exercises the right to cancel their admission within fourteen (14) days of accepting the offer.
- Unmet academic or English-language conditions: the applicant takes the specified examinations, tests or assessments after accepting the offer but does not obtain the required result, supported by full documentary evidence.
- Visa or entry-permit refusal arising from an error by the Campus, supported by full documentary evidence.
- Where the Campus closes, discontinues or significantly changes a programme and the student decides to withdraw or declines a revised offer (see Section 6).

#### 5. Programme Disruption, Discontinuation or Campus Closure

If the Campus is unable to continue a programme, it will act in accordance with its Student Protection and Continuity Plan. The following principles apply:

- Transfer to another provider: where students are transferred to an alternative provider, no refund is normally issued for tuition fees already paid, and students will be responsible for future tuition fees to the new provider provided these do not exceed the fees payable to the Campus. Where the new provider's fees are higher, the Campus will, where fair and lawful, consider appropriate compensation.
- No alternative provision: where no suitable alternative teaching arrangements can be made, the Campus will, where fair and lawful, refund tuition fees (or a proportion thereof) for the affected programme, together with appropriate accommodation, maintenance and direct study costs (for example, visa costs), assessed on the basis of individual circumstances.

#### 6. Scholarships and Fee Waivers

Where a scholarship or fee waiver has been granted and the student subsequently withdraws, any refundable amount is calculated after adjusting for the concession received.

## **7. Fraudulent or Misleading Information**

If an applicant is found at any stage to have submitted fraudulent or misleading documents, their admission will be cancelled. Any refund due will be processed in accordance with Section 4, and the applicant will not be admitted to the programme under any circumstances.

## **8. Exceptional Circumstances**

In exceptional cases - such as a medical emergency, visa denial, natural calamity or government order - the Campus may, at its discretion, consider an additional partial refund beyond the entitlements set out above, on submission of valid supporting documents and with the approval of the Provost.

## **9. How to Request a Refund**

A refund request must be made in writing using a duly signed withdrawal form, sent by email to the Finance Office with a copy to the Admissions Office, and must include the student's full name, programme and application number. Requests made by other means, such as WhatsApp, text message or telephone, will not be treated as valid. Supporting documentation must be provided where the refund relies on Sections 5, 6 or 9.

## **10. Mode and Timeline of Refund**

All eligible refunds are made by direct transfer to the bank account nominated by the student or parent in the withdrawal application. No refunds are issued in cash. Refunds are processed within 15 working days of receipt of a complete, duly signed withdrawal application together with the required documentation.

## **11. Non-Retention of Original Documents**

In line with the UGC requirement on non-retention of original certificates, the Campus does not retain any applicant's or student's original certificates or documents. Only self-attested copies are held for record purposes.

## **12. Grievance Redressal**

Any delay in, or denial of, a fee refund is treated as a grievance under the UGC (Redressal of Grievances of Students) Regulations, 2023. Such concerns should be submitted in writing to the Campus's Student Grievance Redressal Committee, which will review and resolve them in a fair, transparent and time-bound manner, normally within 30 working days of receipt. Unresolved grievances may be escalated in accordance with the Regulations.

### 13. Policy Review and Amendments

The Campus reviews this policy annually, or earlier where required by a change in UGC or other applicable regulation. Any amendment will be published on the official Campus website.

| Policy Review and Document Control |                                                                                                                                                             |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy title</b>                | Fees Refund Policy                                                                                                                                          |
| <b>Applies to</b>                  | Applicants and enrolled students of all undergraduate and postgraduate degrees for Academic Year 2026-27 (September 2026 and January/February 2027 intakes) |
| <b>Version</b>                     | 1.0                                                                                                                                                         |
| <b>Effective from</b>              | Commencement of the admissions for Sep 2026 intake                                                                                                          |
| <b>Review cycle</b>                | Annually, or earlier upon any change                                                                                                                        |