

### **Refund Policy**

The following refund rules will be applicable for the Online MBA program at Shiv Nadar University.

<b>Point of time when SNU receives notice of withdrawal</b>	<b>Amount of Refund**</b>
15 days or before the formally notified last date of admission	INR 1,000 will be deducted. The remaining amount will be refunded
Less than 15 days before the formally notified last date of admission	INR 25,000 will be non-refundable. The remaining amount paid, if any, will be fully refundable.
After the formally notified last date of admission	No refund of the Semester 1 fee. Any amount for the remainder of the Program will be fully refundable.

\*\*Additional processing fee will be levied for transfers to international accounts on actuals basis.

- a. The 'Last Date of Admission' will be one day before orientation.
- b. To raise the refund request, the learner must email the Program Manager Ms Rashmi Kumari (rashmi.kumari@snu.edu.in). The date of the email will be considered for determining the fee refund amount. IST will be followed. No telephonic conversation records or email to any other email ID will be considered to determine the refund eligibility and amount.
- c. The refund will be processed within 14 days of receiving the email.

### **Batch Deferment Policy**

The following policy is applicable for batch deferment requests after the payment of the registration fee or the semester fee by the student.

1. Batch deferment requests will be accepted only on or before the formally notified last date of admission of the respective batch.
2. A student seeking to defer their enrolment to the next batch, must do so before the date of orientation by sending an email to the Program Manager Ms Rashmi Kumari (rashmi.kumari@snu.edu.in).
3. In all cases of batch deferment, the registration fee (INR 25,000) remains non-refundable.
4. Any fee paid above and beyond the registration fee will be refundable if a request is raised before the date of the orientation of the next batch.
5. After the date of orientation of the next batch, the first semester fee becomes full non-refundable. However, any amount for the remainder of the Program will be fully refundable.
6. No deferment request will be accepted on or after the date of orientation.