

OFFER LETTER

04-Sep-2025

Application ID: DBARBS02257

Dear Shishupal,

Congratulations! We are pleased to offer you an offer you admission to the **Doctor of Business Administration (DBA)** from Rushford Business School, Switzerland (“**Rushford**”) [hereinafter referred to as “**Program**”] facilitated by upGrad Education Private Limited (“**upGrad**”).

Program Details:

Cohort Commencement Date: Sep 30, 2025

Eligibility: Bachelor's degree with 3-years of relevant experience or Master's degree

Duration: 36 months

Mode of delivery: Online + On-campus Immersion

Duration of the Program depends on various factors, and it may stand changed under certain circumstances. Students will be kept informed about the same well in advance.

This offer of admission to the Program is provisional and is subject to your meeting all the eligibility criteria. Valid admission requires the submission of self-attested documents within 07 days of payment of the Caution amount or by the Cohort Commencement Date, followed by verification and approval of qualifications by Rushford. No student will be allowed to appear for the mid-term exam if the documents have not been submitted and verified by Rushford.

The breakdown for the Total Program Fees is mentioned below, more particularly in ‘Table-A’. To confirm your acceptance of this offer letter, please follow the steps below within the applicable timelines:

- Caution amount to be paid within 24 (twenty-four) hours of receiving this provisional offer letter or by the Cohort Commencement Date, whichever is earlier.
- Complete the payment of remaining amount of the Total Program Fee (“**Balance Amount**”) within seven (7) days of Caution amount payment or by the Cohort Commencement Date, whichever is earlier.

Payment of the Balance Amount can be made using one of the following options:

a) Self- Payment Options

Students can make payment of the Balance Amount using Net Banking, Credit card, Debit card, [Credit Card EMI](#) or Wallet facilities (“**Payment Methods**”). The Balance Amount must be paid in full by the Student using any of the Payment Methods within seven (7) days of payment of Caution Amount, or before the Cohort Commencement Date, whichever is earlier. Please use the payment link specified in this Offer Letter for making such payment.

b) Third-Party Credit Providers

You may also apply for financing from a 3rd party loan facilitator. Please note that upGrad may, at its sole discretion, help you secure financing with a 3rd party loan facilitator, however, should you choose to avail such financing services, the terms and conditions, including user agreements, of your chosen payment service provider or the 3rd party loan facilitator will also be directly applicable to you and such agreements or terms shall remain outside upGrad's purview. Any credit facility services incurred by you and charged directly by the 3rd party loan facilitator including any bank charges, transaction charges or any other charges not receivable directly by upGrad, shall not be refundable under any circumstances.

Loan Type Clarification: Please note that the financial support provided by the 3rd party loan facilitator for our programs is in the form of a Personal Loan, not an Educational Loan. This distinction means that the loan does not come with tax benefits or other amenities. We strongly advise all students to carefully consider this information before proceeding with enrollment.

Table 'A': Fees Structure

Particulars	Amount (Inclusive of applicable taxes)
Caution amount	INR 25000
Balance Amount	INR 625000
Total Program Fees	INR 650000

The terms and conditions listed in this document, the [Refund and Deferral Policy](#), the [Immersion Terms](#), the [Terms of Use](#) and [Privacy Policy](#) available on our website or any other terms and conditions that may be shared during the course of your Program shall be collectively referred to as "Terms & Conditions". By making payment towards the Program Fee of this Program, you confirm your acceptance to the Terms & Conditions.

To complete your payment formalities please visit <https://www.upgrad.com/payments-v3/3d71b68c-5edc-494c-ad0c-846c12ebb433>

Immersion Details:

There will be 1 (one) global immersion in Dubai during the Program, where you will get an opportunity to interact with faculty, staff, peers, and industry experts. Further details will be provided closer to the start of the immersion.

1. Your immersion is an integral part of your DBA Program experience. You are required to maintain the same academic rigor in your sessions and submissions during the immersions as the rest of the Program. Rushford will not entertain any requests for submission extensions during the immersion weeks.

2. You are responsible for booking your own flight and visa. You are required to ensure your visas and tickets are processed in time. All associated costs relating to tickets and all charges incurred during the visa approval process will also be borne by you. upGrad shall, in no manner,

be liable for rejection of your visa application and/or any cancellation/modification of your flights, including any additional expenses incurred due to visa re-application and/or flight cancellation / modification. You will not be eligible for a refund of any amount paid toward the Total Program Fees resulting from the occurrence of any such events.

Student Information Validation

Please remember to submit your Program eligibility documents within 7 (seven) days of paying the Caution amount or before the Cohort Commencement Date, whichever is earlier.

Kindly avoid sharing your documents via email or WhatsApp. Instead, upload them directly on the application page at <http://www.upgrad.com/applications>

This offer of admission to the Program is provisional and is subject to the submission of required documents according to Rushford's guidelines. It's essential to submit Program eligibility documents within 7 (seven) days of paying the Caution amount or before the Cohort Commencement Date, whichever is earlier. Admission validity requires subsequent verification by the Documents Team.

If the eligibility criteria aren't met or the necessary documents aren't submitted by the specified deadline, or if there are discrepancies between the application and uploaded documents, including incorrect grade details or any other inaccurate information provided in the application, the admission may be cancelled at any time during the Program. In such cases, the certificate/diploma/degree related to the Program will not be issued or granted. Additionally, any amount paid towards the Total Program Fees will be not refunded regardless of the circumstances mentioned above.

Failure to submit all documents within the specified timeframe may result in de-enrolment from the Program. For assistance regarding Program eligibility documents, please contact us at documents@upgrad.com.

Additional Visa services provided by upGrad

upGrad offers its students a free Optional Visa Assistance Service which can be undertaken by the student at his / her sole discretion, at no additional cost to the student. If a student opts for this Optional Visa Assistance Service, the student shall be solely responsible for all visa-related expenses, travel costs and other related costs. The student accepts and acknowledges that upGrad in no way guarantees a visa approval or makes any representations and warranties with respect to the approval or procurement of the visa and upGrad shall not be responsible or be held accountable for the rejection of a student's visa application and/or visa re-application as the case may be. All costs pertaining to the aforementioned shall be borne solely by the student.

Visa Terms & Conditions:

Only in a case of Visa rejection- In the event of a Visa rejection, a student will (subject to the rules and regulation of the relevant consulate) have the option to re-apply for the visa. If the student's visa application is rejected, the student may have the opportunity to consider alternative options as set out below:

- If a student decides to re-apply for the Visa, the student may get the option at the discretion of Rushford to defer enrolment to the next upcoming batch of the program at no extra cost (in the event the student misses the current batch timeframe).
- Alternatively, a student may also get an option to apply to an alternate program in some other country where upGrad credits are accepted and recognized by accredited universities subject to availability and eligibility in that particular program.

Please Note: that any difference in the program fees for such alternate programs selected by the student, where the new program fees exceeds the Program fees previously paid up by the student, the same will be borne and paid for by the student, upGrad in no way shall be liable to pay for the same. (In the event the new program fee for such alternate programs selected is lower than the fees previously paid by the student, such differential amount shall not be subject to any refund and upGrad in no way shall be liable to pay for the same).

If a student on account of a visa rejection decides to cancel his / her option to travel abroad to undertake the program, he / she may at upGrad's sole discretion get an option to study online for the duration of the designated portion of studies, subject to the availability of an online teach out for the chosen program and additional fee payable by the student, as applicable. Scholarships for online study options may be available as determined by upGrad, subject to prevailing policies at the time of Visa rejection.

The student understands and accepts that while upGrad is committed to comprehensively supporting the student's education journey, the availability of these alternative options is subject to upGrad's sole discretion and is based on the prevailing upGrad policies at the time. upGrad makes no guarantees of the availability of such alternative options to the student and disclaims any liabilities with respect to the same.

Apart from the conditions specified in the Refund Policy, the following provisions are also applicable:

1. The Total Program Fees is non-refundable post the Cohort Commencement Date
2. This offer letter supersedes all prior agreement and understandings, whether oral or written, in connection therewith.

Welcome once again to the Rushford and upGrad community. We look forward to hearing from you. In case of any further inquiry, you may please send an email to admissions@upgrad.com or call on 18002102020.

With best wishes,



Mayank Kumar
(Director, upGrad)