

## OFFER LETTER

04-Sep-2025

Application ID: DBARBS100342

Dear Shishupal,

Congratulations! We are delighted to 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

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 before 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 hours (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.

2.

**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 3<sup>rd</sup> party loan facilitator for our program 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 learners 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 425000
Total Program Fees	INR 450000

**Note:** The terms and conditions listed in this document, the [Refund and Deferral Policy](#), 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 a payment towards the fee of this Program, you confirm your acceptance to the Terms & Conditions.

To complete your payment formalities please visit

<https://www.upgrad.com/payments-v3/42f888c1-60ae-4f9f-96ea-3ca3551e5ec0>

### **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 [www.upgrad.com/applications](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 not be 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](mailto:documents@upgrad.com)

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](mailto:admissions@upgrad.com) or call on 18002102020.

With best wishes,

Mayank Kumar



(Director, upGrad)