

SOP for refund in Semester Abroad

A brief Description

As per the policy of semester abroad the student is charged Rupees 2000/- as a processing charges for the semester abroad. As such there is no provision of refund in the policy of Semester Abroad but in special cases or circumstances the refund can be made to the students. The special cases or circumstances can be as follow:

1. In case the student has applied for semester abroad and is ready to go the host university for a semester but the host university cancels the course in which the student has applied due to non-fulfillment of the number of students required to run the course. This is generally in the non-English speaking countries. In this case amount of 2000/- is refunded back to the student.
2. In cases where LPU charges students for the full scholarship programs. Full Scholarship programs are those programs in which the semester is fully sponsored by the host university means it includes food and stay along with the tuition fee from the host university. Right now as of 17-04-2020 LPU has only one arrangement of this kind with Livingstone College, USA. LPU charges Rupees 75000/- from the students. The refunds in these cases are only possible if the student doesn't get his/her visa approved. The student is refunded back 75000/- only not the processing fees (2000/-)

Process of Refund

1. Identify the students who fall in the above categories and make data of the students to discuss with HOD and HD.
2. After the discussion a noting sheet is made by the dealing official of DIA for the approval from the higher authorities to refund the amount. The noting sheet must include details of the students and reason for the refund. (Proof of the amount paid by the student should be attached along with the noting sheet)
3. Get the noting sheet approved by the HOD and HD and send it to Higher Authorities for the approval
4. Once the approval is received the record-keeper (in this case Mr. Dalip) sends the approval for number to be put by the internal audit department for their records as it is a financial transaction.
5. Once the approval is received with number the dealing officer keeps the scanned copy for its records and future reference.
6. After that the approval is forwarded to the Academic Administration Cell (present dealing Head Ms. Gazal Sharma) for the refund of the amount.

Please note:

- a) A follow up of the dealing officer is required with concerned department for the refund
- b) The refund of the amount usually takes time. The processing time for refund is usually 10 to 12 weeks