

PAYMENT OF SEMESTER FEE, FINE & REFUND POLICY

1. PAYMENT OF SEMESTER FEE AND FINE

1.1. Tuition fee and other charges shall be payable in accordance with the approved fee structure of the respective certificate, diploma, undergraduate, graduate, or training program offered by Lahore School of Management.

1.2. Students are required to deposit semester dues within the prescribed due dates notified by the institution. Failure to pay dues within the stipulated time may result in fine and suspension of enrollment, withholding of academic services, and removal of the student's name from the active rolls.

1.3. Semester fee challans shall remain valid up to the validity date mentioned on the challan. After the due date, students are required to obtain a revised fee challan along with applicable late payment charges/fine i.e Rs. 100/per day shall be applicable as determined by the institution which may vary from time to time.

1.4. Students may pay semester fee either in:

- two installments, or
- one full payment.

1.4.1. The due date for the **1st installment** shall fall within the first week of commencement of classes as notified by the institution.

1.4.2. The due date for the **2nd installment** shall be before the commencement of Midterm Examinations.

1.4.3. Students opting to pay the complete semester fee in a single installment must deposit the full amount within the due date of the 1st installment.

1.4.4. In case a student fails to deposit the full semester fee within the due date of the 1st installment, late payment fine/penalty shall be imposed in accordance with the approved fee and fine policy of Lahore School of Management.

1.5. Students failing to clear all semester dues before commencement of Mid-Semester Examinations may not be allowed to appear in examinations and may be considered withdrawn from the semester.

1.6. Students repeating a course shall deposit the prescribed course repetition fee i.e Rs 5000/per course in addition to any applicable semester charges.

1.7. The institution reserves the right to revise fee structures, fines, and other charges from time to time without prior notice.

2. REFUND OF FEE

2.1. Any fee deposited due to an administrative mistake, negligence, or omission on the part of the institution shall be refundable in full.

2.2. Excess or duplicate payments made by a student shall be refundable upon submission of a written application along with proof of payment.

2.3. Admission fee, registration fee, prospectus fee, student card fee, and other one-time administrative charges shall be non-refundable in anycase.

2.4. Tuition fee refund for newly admitted students withdrawing from the program shall be governed in accordance with the latest Higher Education Commission (HEC) fee refund policy as follows:

Timeline from Commencement of Classes	Tuition Fee Refund
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Up to 1st day	100% Refund
1st to 7th day	50% Refund
After 7th day	No Refund

2.5. The refund timeline shall be calculated continuously, including weekends and holidays.

2.6. Refund requests must be submitted in writing to the Accounts/Finance Office through the concerned department along with original fee challan and supporting documents.

2.7. No refund shall be admissible to students suspended, expelled, or withdrawn on disciplinary grounds or due to violation of institutional rules and regulations.

2.8. Processing of approved refunds may take up to six (6) weeks from the date of approval by the competent authority.