



REFUND POLICIES FOR STUDENTS (AY2025-26)

1. General Guidelines

- 1.1. Application and Registration Fees** are strictly **non-refundable** under any circumstances.
- 1.2.** Refund requests must be **submitted in writing** with supporting documents and the original payment receipts.
- 1.3.** Refunds will only be processed at the **end of the academic year** upon verification of the request.
- 1.4.** All **cheques must be cleared** before processing a refund. Any outstanding dues will be deducted from the refundable amount.

2. Tuition Fee Refund

- 2.1.** The following refund structure applies based on the date of withdrawal or suspension:

Date of Withdrawal/Suspension	Refundable Amount
Before completion of 2nd week from commencement date	50% of tuition fee
Before completion of 3rd week from commencement date	25% of tuition fee
Before completion of 4th week from commencement date	No Refund

- 2.2.** If a student **withdraws after the 4th week**, no refund will be granted.
- 2.3.** If a student is **suspended due to misconduct**, tuition fees will **not** be refunded.

3. Special Fees & Services

- 3.1. Transportation Fees & Visa Fees:** These fees are separate from tuition fees and must be settled before availing of the services. They are **non-refundable** after commencement.
- 3.2. Exam Fees:** These fees are charged based on individual programme requirements and must be cleared as per the student's need. No refunds will be processed for exam fees once paid. Examination fees is charged for all students on an annual basis which is directly transferred to UGM UK account.



4. Payment & Processing

4.1. Refunds will be processed via **cheque or bank transfer** in the student's name.

4.2. Processing time may take up to **30 days** from the date of approval.

4.3. A penalty of **AED100 per cheque** will be charged for all bounced cheques.

Review history

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