

REFUND POLICY (APPLICATION FEE)

- **Service to be provided against the Application fee:** Application fee is being charged for registering a candidate for taking admission to a particular course/category subject to fulfilling the eligibility and other terms and conditions.
- Application Fee is non-refundable and non-transferable.
- Only multiple payments received for the same course/category due to some technical fault, will be considered for refund.
- Candidate has to submit the requisite documents as a proof of multiple payments for the same course/category.
- For the refund of application fee, candidate has to fill the prescribed form, available on the website within 30 days from the date of last payment for the same course. No request will be entertained after that. While requesting for refund, clearly indicate which payment is ok and for which refund is sought.
- Candidates are advised to check carefully, that, they are making the payment for the course, for which, they are eligible. In case you are not eligible then the application fee will not be refunded. This is the sole responsibility of the applicant to check his/her eligibility before applying.

GUIDELINES FOR CANDIDATES APPEARING FOR ENTRANCE TESTS

- Students seeking admission to MBA regular course, need to upload their scanned Photograph & Signature during online submission of Application Form.
- Candidates seeking admission shall be required to fill the online Application-cum-Admission Form by the stipulated date.
- Eligibility of the candidate will not be determined at the time of entrance test. It will be determined at the time of counseling/ interview. Therefore, a candidate may appear in entrance test at his/ her own risk. The candidates are strictly advised to check their eligibility criteria mentioned in Online Handbook of Information.
- Candidates will be able to print the Admit Card online after a particular date (notified at website www.pupadmissions.ac.in). In case of any problem, you can collect Admit Card from the Centralized Admission Cell one day before the date of entrance test (For updates regularly visit at www.pupadmissions.ac.in).
- Application fee is non-refundable and non-transferable.
- If a candidate fails to appear in the examination for any reason, whatsoever, or if his/her application is rejected on any ground including his/her ineligibility to appear in the examination or late receipt of application, the examination fee shall not be refunded.
- There shall be no re-evaluation of the answer books of the Entrance Test.
- The candidate shall use only Black/ Blue ink Ball/Gel pen to shade the entire circle. Use of Fluorescent marker pens, lead pencils etc. or pens of ink other than black /blue is not allowed. Use of rubber, blade or any material to erase or cut the response will be deemed to be incorrect answer and will result in deduction of one mark for each such answer. Marking/shading the response sheet at other than prescribed places shall lead to the cancellation of the result.
- The result of the Entrance Test and Group Discussion will be made available at the website www.pupadmissions.ac.in.

INTERNATIONAL STUDENTS

International students are admitted under three categories:

- (i) Students sponsored by the Govt. of India agencies like ICCR, Ministry of HRD etc.
- (ii) Students sponsored by their respective Governments/Embassies, under a Memorandum of Understanding with the Punjabi University, Patiala.
- (iii) Self financing students who have passed the Entrance Test recommended by their respective Government or Embassy.
- (iv) Fifteen percent additional supernumerary seats have been created in each Department of the University for foreign students from the academic session 2002-2003.
 - (a.) These seats are to be in addition to the seats/students sponsored by ICCR or those already existing seats filled/created on the basis of Memorandum of understanding (MOU) signed with the various foreign governments.
 - (b.) The foreign students so admitted to various Departments of the University against these additional supernumerary seats will be charged fees equal to those of NRI students.
 - (c.) The students coming from SAARC countries shall pay the same amount of fees as paid by the Indian students

NOTE: All International Students must possess a valid student visa and an HIV negative test report from a recognized/government medical hospital/laboratory in India.

DECLARATION TO BE GIVEN BY ADMITTED STUDENT

1. Ragging in any form is not allowed. As per order of the Hon'ble Court' " if any incident of ragging comes to the notice of authority, the concerned student shall be given liberty to explain and if explanation is not satisfactory, the authority would expel him from the institution.

2. Students who have been selected will have to submit the self declaration form regarding donations of organs/eyes.

Note: Forms for the above declaration are attached at Notifications and Format of Certificates.