

ISBC Admission Registration Regulation 2020 (Revised to be effective from 2020 -21)

Policy:

Indian School of Business and Computing for the clarity of the student, Institute and the University lays down policies for smooth functioning of the academic delivery during your tenure with us. The Regulations will include admission registration, procedure for cancellation/withdrawal as well as the rules for refund if applicable.

Regulation:

1. This Regulation will form part of Admission Regulations of Indian School of Business and Computing and lays down the procedure of the student registration, student liability towards the Institute and the University in case of cancellation of admission and for refund of fee paid. The same is effective for Academic Year beginning May 2020-21
2. Any student admitted to any of the Courses offered by the ISBC may apply for cancellation of his/her admission and/or for withdrawal from studies only before the completion of registration with the University. Post completion of registration no cancellation and withdrawal from the course is applicable.
3. Application for cancellation of admission/ withdrawal may be made either by presenting an application in person by the student or his/ her authorized representative or by in person at the admission office or by sending an email to admissions@isbc.ac.in. No other mode of application shall be acceptable. If the application is made online, personal appearance of the student or his/ her authorized representative along with the required documents within seven (7) working days from the date of online application' is mandatory for processing the request as on the date of application. If personal appearance is delayed the cancellation request will be processed as on the date of such appearance and the refund eligibility will be determined accordingly.
4. Refund may be considered only as per Clause 2. If the refund is applicable, is limited to the Academic Course Fee. No refund shall be allowed in respect of Application Fee and Admission Registration Fee. In case of applying for refund post the completion of registration at the University, if post generation of the Banner ID from the University of the West of Scotland, student is liable to clear a complete University Tuition Fee as per actuals admission to the Admission Registration Fee.
5. ISBC in view of its strict regulation does not normally admit any student to any course after the notified last date of admission or after commencement of classes and hence the seats of cancelled admission shall remain unfilled at all times thereafter.
6. If a student after joining for the Course leaves it in mid-session, the entire fees collected shall

be forfeited. In case the collect fee is lower than the University Tuition Fee, the difference of amount will be recovered from the student before processing cancelling the admission.

7. Refund of Academic Course Fee with reference to 'Last date for Admission' (as per the announced dates for different Courses or class commencement date) shall be as under:
All refunds shall be only to the bank account of the student/parent as per the NEFT details furnished and shall be made within 45-60 days after closing of the cancellation application or the class commencement date whichever is later.
 - Refund applications received 30 days before the Class Commencement Date or Admission Last date whichever is earlier, Admission Registration Fee + 5% of the Course Fee Paid will be deducted.
 - Any applications received with less than 30 days before the Class Commencement Date or Admission Last date whichever is earlier, Admission Registration Fee + 20% of the Course Fee Paid will be deducted.
 - Students who submit an application with lesser than 10 days before the Class Commencement Date, Registration Fee + 100% of the Course Fee paid will be deducted therefore no refund is applicable in such cases.
 - Students who apply for cancellation after the generation of Banner ID by UWS, the student is liable to pay the University Tuition Fee / Registration Fee as per actuals, addition to the Admission Registration Fee.
8. Refund of Hostel Fee (after adjusting dues for days of actual stay) if any may be permitted subject to a minimum additional deduction of monthly rental and mess fee for three months. However, no refund shall be made if the withdrawal is after 30 days of commencement of classes.
9. Any Court Proceeding relating to Refund of Fee irrespective of the domicile of the student shall be only in the City of Bangalore.

01.04.2020

Approved by

Director
Indian School of Business and Computing