

Blackstone School of Law & Business

Fee & Refund Policy (from Student Handbook)

STUDENT REFUND POLICY:

The date on which a student formally withdraws will be the effective date on which any refund of tuition will be determined, not the last date of attendance by the student. Students that fail formally withdraw, even if they do not attend, or fail to notify the School of his/her intent to withdraw, regardless of the reason, will be responsible to pay all tuition and fee charges reflecting on the account once the withdrawal is processed. Informing your Dean, academic department, or instructor does not constitute withdrawal. The notice must be made to the Student Services Office via official email.

Refund of tuition will be calculated according to the following schedule:

- 100% if withdraw by 5:00pm on the Friday* of the first week of classes
- **No further refunds after the first week.**

(All dates/schedules are subject to change by the School)

The admission fee is NON-REFUNDABLE

Extenuating Circumstances

Exceptions to the tuition and fees refund policy as stated above will be considered for extenuating circumstances. Students should fill out and submit an Extenuating Circumstances Tuition Refund Request and provide documentation of the extenuating circumstance with the completed form to the Office of Student Services. The request for refund will only be considered if the student has officially withdrawn from the Institute.

The Tuition Refund Review Committee will review the application and determine whether or not any refund will be made.

How to apply:

- Complete Extenuating Circumstances Tuition Refund Request
- Letter of Explanation: Write a letter describing the unforeseen hardship and explaining your resulting financial need. Outline how you have been supporting yourself financially and how your financial circumstances have changed since admission due to an unforeseen circumstance. Include why work/job is not sufficient to cover your expenses.
- Other Documentation: Provide documentation of the unforeseen financial hardship.

Extenuating Circumstances covered by this policy and respective required documents are listed below:

- Death of the student [Documents required: 1) Copy of CNIC of the deceased. 2) Death Certificate]
- Natural disaster resulting in severe economic hardship [Documents required: Newspaper clippings about the incident. 2) Proof of residence where the disaster occurred. 3) Bank Statement. 4) Rental/Ownership Deed]
- Serious illness of a student or of the sponsoring parent [Documents required: 1) Medical reports. 2) Doctor's Note. 3) Copy of prescription. 4) Picture of medication.

The Tuition Refund Review Committee may ask for additional documents. Upon receipt of the requested documents, the Committee will closely inspect all documentation and will decide unanimously whether or not refund will be allowed.