

University of Liverpool, Bengaluru

Fees Refund Policy for Academic Year 2026-27

November 2025

The University of Liverpool, Bengaluru, is committed to ensuring transparency, fairness, and student welfare in all financial matters. This Refund Policy for the Academic Year 2026-27 has been framed in accordance with the University Grants Commission (UGC) Notification/Guidelines on Fee Refund.

1. Application Fee

- The application fee once paid will not be refunded under any circumstances.
- Candidates are strongly advised to review the eligibility criteria, program details, and application deadlines carefully before proceeding with payment.

2. Admission and Security Fees

The following one-time fees are payable at the time of admission:

Particulars	Amount (INR)	Details
Admission Fee	50,000	Payable at the time of offer acceptance (Refundable)
Security Deposit (Caution Money)	50,000	Payable before the commencement of the Academic Term (1st July - 31 st August 2026); refundable at the time of withdrawal or graduation, subject to clearance of all dues.

Note: The above fees are subject to nominal periodic increase to meet the rise in costs.

3. Tuition Fee Payment Schedule

The tuition fee is payable in three structured instalments as detailed below:

Stage	Percentage of Tuition Fee	Timeline	Remarks
At the time of offer acceptance	20%	Upon receiving admission offer	<i>100% refundable if the student withdraws before the start of the semester</i>
Before commencement of classes	30% (1 st Jul - 31 st Aug 2026)	Prior to semester start	Payable before the academic term begins
Mid-academic year	50% (1 st Dec 2026 - 15 th Jan 2027)	Prior to second semester start	Payable before the second term begins

4. Refund of Tuition and Academic Fees

The refund of tuition and other academic fees upon withdrawal of admission shall be governed by the following timelines:

Percentage of Refund of Fees	Time when Notice of Withdrawal of Admission is Received by the University
100%	15 days or more before the formally notified last date of admission (<i>after deduction of up to 5% of fees paid or INR 5,000, whichever is lower</i>)
90%	Less than 15 days before the formally notified last date of admission
80%	15 days or less after the formally notified last date of admission
50%	Between 16 to 30 days after the formally notified last date of admission
0%	More than 30 days after the formally notified last date of admission

Note: The formally notified last date of admission will be published on the University's website and offer letters.

- Students seeking a refund (Admission Fee, Security Deposit, Tuition Fee) must send an email request to the Finance and Accounts Office, with a copy to the Admissions Office. The email should include the student's full name, programme, and application number. Any refund request shared through other means such as WhatsApp, text message, or phone call will not be considered valid. Refunds will be processed as per the applicable policy and timelines.
- In cases where a student has been granted a scholarship or fee waiver and subsequently withdraws, the refundable amount shall be calculated after adjusting such concessions.
- If an applicant is found to have submitted fraudulent or misleading documents at any stage of the admission process, their admission will be immediately cancelled. In such cases, any refund due will be processed in accordance with the timelines and conditions prescribed by the UGC above, and the applicant will not be admitted to the programme under any circumstance.
- All eligible refunds will be processed within 30 working days from the date of receipt of a complete withdrawal application.

5. Mode of Refund

- All refunds shall be made directly to the bank account provided by the student/parent at the time of withdrawal application.
- No refunds will be issued in cash.
- Refunds will be processed only after submission of a duly signed withdrawal form with required documentation.

6. Exceptional Circumstances

In exceptional cases such as medical emergencies, visa denials, natural calamities, or government orders, the University may, at its discretion, consider additional partial refunds upon submission of valid supporting documents and approval by the University Management.

7. Grievance Mechanism

Any concerns or disputes regarding fee refunds or financial matters should be addressed in writing to the Office of the Registrar, which serves as the primary authority for review and resolution.

All such cases will be handled in a fair, transparent, and time-bound manner and resolved within 30 working days of receipt.

8. Policy Review and Amendments

The University reserves the right to review and amend this policy annually or as required by changes in institutional or regulatory guidelines. All such amendments will be published on the official University website.