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# Admission Policy

Rashid Latif Khan University

For 2023

Registrar-RLKU

RASHID LATIF KHAN UNIVERSITY

## NOTIFICATION

The following “**Admission Policy**”, approved by the Competent Authority, is hereby notified for implementation with effect from 2023:

This policy described hereunder shall be called “**The Rashid Latif Khan University Admission Policy**” and shall come into force for all the admissions of 2023 and onwards.

This policy shall be read in conjunction with the Academic Rules/Regulations of the university. In matters where this policy is silent, relevant rules, regulations and procedures of RLKU shall apply. In addition, admission requirements are revised by the HEC from time to time which shall be complied with, and shall take precedence over this policy should there be a conflict.

Dated:

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Dr. Muhammad Khalid Khan  
Registrar/Pro Vice-chancellor  
Rashid Latif Khan University,

## **FOREWORD**

This document contains Admissions related policies, procedures and guidelines. The policy will provide guidance and ready reference to all concerned. Contents of the Admissions Policy are subject to change from time to time, as and when deemed appropriate by the university.

## **OVERVIEW - ADMISSIONS POLICY**

### **Overview**

This document lays down RLKU Admissions Policy & procedures. In the event of any conflict or difference of interpretation, this document shall hold precedence over all others except the RLKU ACT XXXVII OF 2021, RLKU Statutes, Regulations and Rules.

The Admissions Policy for Medical, Dental and Nursing as promulgated by their respective Regulatory Bodies, shall be implemented accordingly.

These policies and procedures are subject to change from time to time on recommendations of Statutory Bodies of RLKU.

### **VISION**

“Achieving Professional & Academic Excellence through Innovation leading to Positive Impact on Society”

### **MISSION STATEMENT**

“To create a community of Life Long Learners, Responsible and human Global Citizens and Champions of collective Success”

### **Admissions Policy Framework**

RLKU is committed to ensure that its selection policies and procedures are transparent, followed fairly, courteously, consistently and expeditiously. Information concerning applicants remains confidential between designated parties and that decisions are made by those equipped and authorized to make the required judgments. All decisions are made on the basis of academic judgment and expertise, and all applicants are considered in terms of their eligibility to complete the course successfully.

This policy is intended to provide an overarching framework for University Admissions Policy and procedure. The policy will be kept under constant review with particular reference to emerging best practices and are subject to change from time to time on recommendations of Statutory Bodies of RLKU

### **Scope of Admission Policy**

This policy shall apply to RLKU except Rashid Latif Medical and Dental College. All concerned staff of RLKU who are involved in admissions activity is required to comply with the policies stated in this document.

### **Principles underlying Admission Policy**

Principles underlying the Admissions Policy shall be as under:

- a) The policy and procedures are transparent, explicit, clear and consistently applied to all students who will be admitted in RLKU.
- b) A commitment to equality in education. Students shall be selected on the basis of their individual merits, abilities and aptitudes.
- c) The admission of students is based on the reasonable expectation that the applicant will be able to fulfill the objectives and achieve the standards required for the award for which they are registered.
- d) To offer clear advice and guidance to prospective applicants to enable them to make informed choices and to apply to programs appropriate to their interests, academic qualifications and potential.
- e) Admissions in RLKU shall be subject to the availability of vacancies.
- f) Constant monitoring and review of admissions practices and procedures is necessary to effect improvements as required and to respond to any changes in the institutional mission and external factors including changing patterns in the applicant market.

## **ADMISSION POLICIES**

### **Fair Admissions**

RLKU is committed to delivering a fair admissions system that recruit and admit students who have the potential and ability to benefit from the University's learning, teaching and research environment.

Admissions to all programs in RLKU are granted on the basis of merit alone. Candidates from all over Pakistan and overseas can apply.

The policy and procedures defined in this document shall be used to admit students providing equal opportunities to all students regardless of gender, nationality, race, color, culture and religion. No domicile condition shall be there.

Rashid Latif Khan University has responsibility for determining the specific entry requirements and selection criteria for its programs of study, keeping in view the HEC and other Regulatory/ Accreditation Bodies provided guidelines.

### **Admission Entry Requirement**

HoDs through respective Deans and Principals shall forward specific entry requirements and selection criteria for their programs of study for all academic courses/programs/degrees being offered to admissions. Such details for respective programs shall be made available on RLKU Website and Prospectus specifying:

- a. Academic entry requirements.
- b. Program contents and structure.
- c. Degrees/ Transcript required for verification.

### **Admission Guidelines**

Admissions Department in close coordination with Departmental Heads will conduct admissions into University programs being offered in a Semester. All the departments of RLKU shall devise Admission Schedule for a particular Semester and submit it to Admissions for approval of Registrar.

Admissions will be opened twice a year. At the time of granting new admissions, RLKU will invite applications through major newspapers and its Website. Candidates applying for admission to RLKU are required to submit a complete application. Admission in any program shall be limited to the number of students who can be accommodated.

Applicants for admission must meet the relevant academic qualifications needed for the program being applied for before considered for admission. These qualifications shall be determined by the Academic Council and notified from time to time. Admissions shall be granted purely on merit achieved in the entrance test, or the tests conducted by the NTS i.e. GAT, GRE, SAT etc., if so provisioned, academic record and interview. The applicants shall be required to:

- a) Apply online, on or before the notified closing date; and
- b) Appear in the admission test on the date notified by RLKU, or produce results of the tests conducted by the specified testing service if so provisioned.

No qualified candidate will be refused admission on the basis of his / her inability to pay RLKU fees; such candidates are required to apply for Financial Assistance, Scholarship and shall meet the criteria for the same.

The following guidelines shall be used to determine application outcome:

- a. A student who meets all the eligibility and academic requirements, qualifies the admission test and has been successfully interviewed will be offered an admission, subject to availability of vacancy on the program.
- b. A student who is awaiting result of tests or examinations, or who needs to undergo tests/assessments to determine whether he/ she meets entry requirements, will be offered a conditional place on chosen program, subject to availability, if he/ she is predicted to meet the entry requirements or has demonstrated through previous/informal assessment that he/ she is capable of meeting the entry requirements.
- c. A student who fails to meet entry requirements or is unable to qualify the

admission test of the university will be unsuccessful in the attempt and will therefore be advised to re-apply for a program in next Semester.

### **Rejection of Application**

The University reserves the right to reject any application for admission without assigning any reason.

### **Admissions Deadline**

1. The University has set regulations stipulating the period within which an applicant must apply for an admission in a chosen program. The start and end dates of admission session for each Semester shall be promulgated in the Academic Calendar. Where the University deems that it would not be feasible due to late submission of an application, the University reserves the right to make an offer of deferred entry for an alternative commencement date.
2. The University admission deadline for a given Semester shall be appropriately advertised through print media as well as through University Website. Applicants are therefore advised to submit the application before the stipulated deadline. All applications received by the published deadline shall receive equal consideration.
3. In cases where the candidates having applied online and are unable to get admit card due to any reason admission office shall advise him or her to report to the respective Campus along with the fee challan deposited in the bank. Admission office in coordination with Director Admissions of RLKU shall take necessary measures to resolve the issue.

### **Instructions on Eligibility**

1. Applicants for admission must meet the eligibility requirements set-forth by RLKU. Candidates are advised to confirm their eligibility prior applying online.
2. In case of annual system, eligibility will be determined on the basis of result in percentages.



3. In case of Semester system, eligibility will be determined on the basis of CGPA obtained out of 4.00.
4. In case the result is shown both in CGPA and percentage, CGPA will be considered.
5. The candidates awaiting result in HSSC/ Equivalent Part II can apply for admission after provision of Hope Certificate/ Undertaking. Candidates appearing in A level Part-II/Equivalent exam would be required to submit O & A level IBCC certification for confirmation of admission in RLKU.
6. The candidates awaiting result in BS/MS final semester can apply for admission after provision of result of previous semesters and Undertaking.
7. In case of O & A level / equivalent foreign qualification, those candidates must be in possession of valid O level or equivalent qualification certificate issued by IBCC at the time of applying for admission in RLKU.

### **Eligibility Criteria for Admission**

For all programs, the eligibility criteria for admission will remain one step down. Minimum eligibility criteria for admission in various Undergraduate and Postgraduate Programs offered by RLKU is as under:

#### **UG Programs:**

- a) Medical Sciences: 65% in F.Sc (Pre-Medical)/equivalent.
- b) Legal Studies: 50% in FA / F.Sc
- c) All other UG programs: Minimum 45% in HSSC/Equivalent

#### **PG & PhD Programs:**

- a) MBA / MS/LLM / MPhil programs: CGPA 2.5/4.0 or 50% marks in Masters /Bachelors / equivalent degree.
- b) Ph.D. programs: CGPA 3.0 / 4.0 or 60% marks in MS / MPhil or equivalent degree in the relevant discipline.

### **Ineligibility Criteria**

Following are NOT eligible to apply for admissions into RLKU:

- a) Expelled from RLKU or any other University/ Institute inland or abroad.
- b) Having criminal conviction in offences of moral turpitude.

## **Admissions Test**

1. RLKU shall conduct own admission test in those UG and PG Programs which are recommended by faculty (Dean and HOD) after soliciting approval of the Registrar Office.
2. RLKU test shall be at par with NTS and GRE (General and Subject whichever is applicable).
3. GRE (General & Subject) and NTS-GAT (General & Subject) test shall be accepted by RLKU for admissions in MS/M Phil & Ph.D. Programs as applicable.
4. HEC shall be consulted on case to case basis for consideration of GAT from relevant specialization for admissions in PG Programs.
5. Passing the Admission Test (or the test conducted by the specified testing service if so provisioned) shall be mandatory, irrespective of the candidate's performance in the previous certificate/degree program. For RLKU Admission Test, the pass marks shall be as under
  - a. Undergraduate Programs: Passing marks are 50%
  - b. Postgraduate Programs: Passing marks will be 50%.
  - c. Ph.D. Test: Passing marks will be 70%.
6. Admission test score of RLKU shall remain valid for a period of one year for the purposes of admission, in case a candidate is selected on the basis of his/ her test score but does not join the program, but later on requests for admission on the basis of score attained earlier on. He/she, however, will have to compete with the current batch of students appearing in the entry test on the basis of his/her score/marks obtained earlier to secure a seat for admission.

## **Merit List**

Final Merit for the admission shall be prepared on the basis of entry test result, academic eligibility, qualification marks (intermediate / Equivalent or Bachelor's / Equivalent) Admission Test Score, Interview score or performance in a discussion forum (to check verbal skills).

If applicant has taken more than one test, the best score will be considered for application evaluation.

The weightages assigned for each degree program are as follows:

<b>Degree Program</b>	<b>Weightages</b>
Under Graduates	RLKU Admission Test 60%, HSSC: 30%& SSC: 10%
Post Graduates MS/MPhil/ MBA	Admission Test/GRE/GAT/GMT(For Business Studies): 55%, BS/BA/BSc: 35%, Interview: 10%
PhD	Admission Test: 32%, MS / MPhil / MBA: 48%, Interview: 20%

Admission to any program is limited to number of students that can be accommodated. University reserves the right to cancel any program advertised due to insufficient number of applicants.

## **Provisional Admission**

1. Applicants who make the merit list but are waiting for the result of the qualifying examination may be granted provisional admission. If so admitted, they shall submit their mark sheets, showing all subjects of the qualifying examination passed and the required aggregate marks achieved, within six weeks of the commencement of the Semester. Failure on any account i.e failure in any subject, failure to achieve the required aggregate marks, or failure to submit the marks sheet within 6 weeks of the Semester start shall lead to disqualification from the program and cancellation of admission.

2. Applicants, who apply before the announcement of results, shall be cautioned that, Supplementary in any subject is considered as failing the examination even if the student has obtained the minimum requirement of percentage. Admission of such students will be cancelled immediately.
3. It is the responsibility of the student to inform the University in case he / she fails to meet the basic eligibility criteria. At times, when students not being eligible, still apply, there are chances that they can be expelled at a later stage once scrutiny of documents is complete.

### **Deferment of Admission**

1. Candidate selected for admissions may defer their admission for one Semester (in case of Engg. programs for two Semesters) after paying the admission fee. The students desiring to do so are required to submit an application to the respective Director Admissions for deferment of their admissions within two weeks of commencement of the Semester. Fee deposited by such students will be readjusted in the subsequent Semester.
2. Applicants shall normally be allowed to defer their place once only. In exceptional circumstances, a second deferral may be allowed, although a new application form will be required.

### **Cancellation of Admission**

1. Admission of a candidate is liable to be cancelled if he / she is found guilty of suppression or misrepresentation of material facts at any stage. The University can further debar him / her from seeking admission elsewhere. Other universities in the country shall also be informed about the same.
2. The seats of those candidates who, after paying admission dues, do not join the allocated program of study within 15 days of the date of commencement of the program shall be declared vacant and filled up by the candidates next on merit.

### **Inter Program Transfer**

A student registered in a program may be transferred to another program in the University (eligibility condition applies) with the permission of the concerned Dean/HOD and Registrar/Nominee within four weeks of commencement of classes only once. No extra fee will be charged in such cases.

### **SEMESTER FREEZE**

- If a student freezes a semester (s) s/he will resume his/her studies from the same stage where s/he left (froze). No freezing during the semester will be allowed. The maximum duration of the degree program will remain the same.
- If a student is not enrolled in any course in a semester, s/he will not be considered a regular student of university in that period. The student may then enroll in these courses in a subsequent semester; however, s/he will have to meet pre-requisites of any course taken. In addition, it is understood that the university is not required to offer all courses in each semester.
- In special hardship cases, freezing during a semester is allowed with the prior permission of the Rector. Medical certificate must be duly signed by the University Medical Officer.
- A student may discontinue his/her studies by seeking semester freeze prior to enrollment in the second/subsequent semester on medical grounds or circumstances beyond his/her control with written permission of the concerned Head of the Department subject to fulfillment of condition that the student has passed the final examination of the previous semester with minimum prescribed GPA/CGPA required for academic standard of the University to remain on roll. The student shall have to pay 10% of the tuition fee per semester for the freeze semesters.
- If semester fee is deposited earlier for the freezed semester, the remaining fee after deduction shall be transferred to the next semester as may be prescribed by the University regulation.

- A student who sought discontinuation of a semester shall have to get approval from the Head of the Department to rejoin the program before the commencement of the semester to be rejoined.
- The duration of Freezing is one year; a candidate who gets a semester freeze can get readmission next year with upcoming session but hardship cases can be considered by the competent authority only.
- Freezing of first two semesters for BS is not allowed.
- Under following special hardship circumstances freezing of first semester can be considered by the approval of competent authority
  - Iddat
  - Maternity/Delivery
  - Death in close family
  - Any other subject to acknowledgment on legitimized reasoning
- If a student freezes a second or subsequent semester (s), s/he will retake admission in the same semester whenever offered by the University, however, the maximum duration of the degree program shall remain the same.
- During the freeze semester, bona fide status of the student shall remain suspended.

### **Admission on Migration Basis/Credit Transfer/Advance Placement**

1. Admission in RLKU on migration basis shall only be allowed from the Colleges, Universities or the Institutions recognized by the HEC and the concerned Regulatory Body. The Institute will follow the developed criteria for transferring the credit hours/exemption of credit hours through a standing committee for the purpose. However, as some guidelines are mandatory to follow as per the laid down criteria by HEC for recognized Higher Education Institutions.
2. Migration / Transfer of a student may be allowed subject to the fulfillment of the Migration Regulations of RLKU. The credits earned in the previous institution may be permitted to be transferred to the Institute subject to the condition of similarity / equivalence with the courses offered at RLKU.
3. The students of RLKU may also be allowed to migrate / transfer from one Faculty /

Programme to another Faculty / Programme (Internal Transfer) with the mutual consent of the Deans of the Faculties after taking approval from the standing committee for the purpose. In such cases, the transfer should not be allowed after 3rd Semester unless core courses are taken as per requirement of the said degree to which the transfer is requested. Otherwise, the student must repeat the 3rd semester of the degree program to which the transfer request has been initiated.

4. The migration in all cases shall only be permissible if the student fulfills requirements of merit and availability of the seats.
5. The credits earned in the Programme of study will be considered for exemption of similar/identical courses by the Faculty to which the student is admitted.
6. Credits are transferred on course-to-course basis i.e., a person taking course A at University X is allowed to transfer his/her credits to University Y provided that course A is equivalent to course B taught at the Y University. The mapped courses must achieve at least 75% of equivalence among the topics that are being taught in those courses.
7. No credit hour of a course will be transferred if the grade is less than C for undergraduate and B for graduate.
8. The decision of the Faculty will be deemed final in this respect.
9. Credit hours may only be transferred between duly recognized HEIs (Higher Educational Institutes) and internationally recognized universities.

### **Undertaking**

A student admitted to any program at the University shall give an undertaking to the effect that he/she would abide by the University's Statutes, Regulations and Rules, and the Code of Conduct.

### **Admission Quotas**

1. 2% quota shall be kept for less developed regions of Pakistan.
2. 2% quota for disabled candidates.
3. 5% for Lawyers' children and 5% for judges' children only in LLB program.
4. 2% quota on sports basis.



## **Criminal Conviction**

1. Applicants are required to inform RLKU of any criminal conviction. Full details are to be provided.
2. The University reserves the right to refuse admission to any applicant with a criminal conviction that may jeopardize the reputation of the University.
3. Failure to declare any criminal conviction by a student already enrolled in RLKU shall result in immediate cancellation of his/her admission.
4. Where admission to the program is denied on the basis of the criminal conviction, the applicant will be notified of the decision in writing by the admission office.

## **ADMISSION PROCESS**

### **The Admission Cycle**

Admission cycle in RLKU commences well before start of the Spring or Fall Semester. The Admission Cycle starts with issuance of Academic Calendar and consists of following stages:

- a. Preparation of Admission Schedule / Plan
- b. Admissions Advertisement, Media Campaign / Outreach Program.
- c. Online Registration of Applicants.
- d. Admissions / Entry Test.
- e. Interview.
- f. Approved Merit List.
- g. New Student Orientation.
- j. Registration.
- k. Commencement of the Semester

### **Admission Plan/Schedule- RLKU**

All space planning with respect to admissions for UG and PG Programs shall be centralized with Director Admissions, who shall:

- a. Seek inputs from stake holders on admission intakes, new programs to be offered and changes to the prospectus for the following Semester.
- b. Make an Admission Plan, charting out the admission schedule and intakes for the next Semester, based on the inputs from the respective Deans/Directors/HoD's.
- c. Promulgate the Admission Plan for implementation.
- d. Review the prospectus and get its printed.
- e. Review advertisement requirement for all campuses, and advertisement shall be given in print media.

### **Admissions Advertisement and Media Campaign**

In order to increase RLKU popularity among potential aiming target audience, a comprehensive Media Plan shall be prepared by Marketing Department prior to start of each Semester. The plan shall aim at effectively utilizing various modes and to bring synergy in RLKU media campaign. The Plan shall cover the following modes of media:

1. Newspapers Advertisements (Print Media)
2. Social Media.
3. Outreach Program

### **Entry Test, Interview and Final Merit List**

1. Applicants must appear in the University entry test on the scheduled dates as advertised in the newspaper, social media, or indicated on the University Website.
2. After the test, merit list for interviews shall be announced and posted at concerned campuses and website of the university.
3. Original documents are to be produced at the time of interview by the candidates, the copies of which shall be submitted along with application forms.

### **Registration and Generation of Enrollment Numbers**

The selected candidates shall be required to register on or before the date given in the offer letter, failure to do so shall result in cancellation of admission.

### **New Student Orientation**

Orientations are designed to provide fresh students with information regarding University services, policies and procedures, student responsibilities and faculty expectations etc. Orientation shall take place prior to start of Semester and shall include development of learning, study skills and development of computing skills. All new students shall be required to attend orientation session just before commencement of semester.

All fresh students shall be provided with soft copy of the student hand book at the time of orientation. It is students' responsibility to obtain the handbook and adhere to the stipulated Academic Rules and University policies.

The same will be available on the university website.

### **List of Educational Records to be required - Undergraduate Programs**

Following Educational documents of the undergraduates shall be kept on digital record:-

- a) Passport size colored Photograph
- b) CNIC/Form B
- c) SSC Marks Sheet
- d) SSC Certificate
- e) General Certificate of Education from (Cambridge) (O Level)
- f) O-level Equivalence Certificate from IBCC.
- g) HSSC Marks Sheet
- h) HSSC Certificate
- i) General Certificate of education from (Cambridge) (A Level)
- j) A-Level Equivalence Certificate from IBCC.

### **List of Educational Records to be required - Postgraduate Programs**

Following Educational documents of the post graduates shall be kept on digital record:-

- a) Passport size colored Photograph
- b) CNIC
- c) SSC Marks Sheet
- d) SSC Certificate
- e) General Certificate of Education from (Cambridge) (O-Level)
- f) O-level Equivalence Certificate from IBCC.
- g) HSSC Marks Sheet
- h) HSSC Certificate
- i) General Certificate of education from (Cambridge) (A-Level)
- j) A-Level Equivalence Certificate from IBCC.
- k) Bachelor's Degree (2 years)
- l) Bachelor's Transcript (4 Years)
- m) Bachelor's Degree (4 Years)
- n) Master's Marks Sheet (2 years MA, MSc, M. Com)

- o) Master's Degree (2 Years)
- p) Foreign Transcripts
- q) Foreign Degree

## **ADMISSION PROCESS - UNDERGRADUATE PROGRAMS**

### **Eligibility for Admission**

To be eligible for admission to a program, an applicant must meet both the University's general entry requirements and the program entry requirements, and apply via the approved admission process. Meeting the eligibility requirements does not guarantee admission to a program.

### **Undergraduate Programs Entry Requirements**

<b>Requirement</b>	<b>Description</b>
Academic Qualification	<ul style="list-style-type: none"> <li>a) Medical Sciences: 60% in F.Sc (Pre-Medical) or equivalent.</li> <li>b) Legal Studies: 50% in FA/F.Sc</li> <li>c) All other programs: Minimum 45%</li> </ul>
Equivalency	<ul style="list-style-type: none"> <li>a) For O-Level &amp; A-Level students IBCC equivalence certificate will be require at the time of Interview Documents verification.</li> <li>b) HEC's equivalency certificate for the candidate's foreign degrees.</li> </ul>
Aptitude Test	RLKU test (40% minimum passing marks)

## **ADMISSION PROCESS- MS/MPhil/MBA Programs**

### **Eligibility for Admission**

To be eligible for admission to MS/MPhil/MBA program, an applicant must meet both the University's general entry requirements and the program entry requirements, and apply via the approved admission process. Meeting the eligibility requirements does not guarantee admission to a program.

## **MS / M.Phil. / MBA Programs Entry Requirements**

<b>Requirement</b>	<b>Description</b>
Academic Qualification	16 years of education with Masters /Bachelors / equivalent degree from an HEC-recognized university in the relevant discipline/field of study with a minimum CGPA 2.5 / 4.0 or 50% marks where CGPA is not given. For legal studies minimum CGPA of 2.5 / 4.0 or 50% marks where CGPA is not given.
Attestation	HEC's attestation on the candidate's local degrees (on the back of the original degrees). Obtain Affidavit from students in case degree is delayed.
Equivalency	Equivalency certificate from IBCC for foreign (O / A level) qualification is required.
Aptitude Test	GAT (Gen) / GRE (General) passed with minimum 50% marks or RLKU test (50% minimum passing marks). Result is to be submitted at the time of application in case of GAT (General) or GRE (General) or as prescribed by the University.

### **Confirmation of Admission**

Selected candidates are required to confirm their acceptance by depositing the prescribed fee

Initially, all admission in the University are provisional, subject to the verification of the certificate/ degrees of the students.

Applicants should be aware that the presentation of incorrect/false/forged/fraudulent information or document is a criminal offence and the university reserves the right to initiate legal action and cancel his/her admission at any stage.

### **Fee Structure**

- The approved 'Fee Structure' is appended with this policy as **annexure 1**
- Applicants should be advised to plan their financial obligations realistically before joining a particular program of study.
- Students defaulting on payments within due dates may be suspended and/or debarred from attending classes and examinations until the clearance of dues in accordance with the policy of the University.
- Comprehensive 'Fee Policy' is appended with this policy as **annexure 2**

## **Refund of Dues**

a. Following “Fee Refund Policy” of HEC is being adopted by the RLKU:

Full (100%) Fee Refund.

Timeline\*\* for Semester/Trimester System

- Within 7th day of commencement of classes

Timeline for Annual system

- Up to 15th day of commencement of classes

Half (50%) Fee Refund

Timeline\*\* for Semester/Trimester System

- From 8th - 15th day of commencement of classes

Timeline for Annual system

- From 16th - 30th day of commencement of classes

No Fee (0%) Refund

Timeline\*\* for Semester/Trimester System

- From 16th day of commencement of classes

Timeline for Annual system

- From 31st day of commencement of classes

i) %age of fee shall be applicable on all components of fee, except for security and admission charges.

ii) Timeline shall be calculated continuously, covering both weekdays and weekend..

b. Full fee of a student who is not promoted to next semester (for which the fee is paid) will be refundable.

c. Fee of the running semester will not be refundable if student is expelled / suspended due to disciplinary action(s).

## **SCHOLARSHIP POLICY /FINANCIAL ASSISTANCE**

As per its mission, RLKU invests in the personal, academic and professional growth of students. This investment requires a financial partnership between the university and students. RLKU believes that no one should be deprived of getting education merely on the grounds of inability to pay.

