



GreenTech Institute of Business & Science (GIBS)

Hazrat Tayabiya Tower, Alongkar Moor, North side of Alongkar Petrol station, Chittagong

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Terms and conditions of enrolment including refund & deferment

A. GENERAL TERMS AND CONDITIONS

1. All applications must be submitted accompanied by certified copies of all the academic entry qualification certificates and Two (02) passport-sized photographs. Anyone found to have provided false information or forged documents will be expelled from the Institute.
 - i) An admission offer will only be made on the citing of those entry qualification documents as stated above.
 - ii) A Confirmation of Admission Offer Letter (AOL) will be issued citing each academic qualification supplied to us.
 - iii) All applications must be submitted accompanied by Digital / Electronic / Scanned certified copies of all the academic entry qualification certificates, passport-sized photograph and National ID Number.
2. Overseas students should not apply for a “General Student” status with any hidden agenda other than for education.
3. Students are not encouraged to change courses. If this situation arises, you let admin know within First two weeks of your enrolment date.
4. GIBS reserves the right to alter dates, fees and any particulars in the prospectus/website without prior notice, if the situation warrants.
5. GIBS accepts no legal liability in the case of accidents, illness, loss of or damage to personal effects and mail. Students will be asked to pay for any damage or vandalism they cause to the premises and/or property of the Institute or their accommodation arranged by the Institute. The Institute will take necessary legal action to recover the necessary sum of monies and can expel the student from the Institute.
6. Overseas students must enroll on fulltime courses covering a minimum of 20 hours (per academic week) daytime contact teaching. Attendance is compulsory as per timetable. They must also comply with all other immigration regulations and laws.
 - a) All assigned academic tasks must be completed as prescribed.
 - b) Academic performance must remain at high standard at all times, and failures may be dealt with expulsion from the Institute.

7. Students caught plagiarizing, cheating and other academic offences can fail and be expelled from the course.

B. FINANCIAL REGULATIONS (Refund policy)

INFORMATION FOR STUDENTS

Note: Tuition fees are absolutely **non-refundable** for the Home students (i.e. Bangladeshi students).

Tuition fees are only refundable if the student has been refused entry clearance/visa to Bangladesh. This refund will be paid after administrative charge deduction of Tk 20,000 (Taka Twenty thousand) if the following conditions are met.

- a) The student has not entered in Bangladesh.
- b) GIBS is supplied with the Original Letter issued by the Bangladesh High commission / Embassy confirming the refusal of visa and a copy of student's passport showing refusal stamp.
- c) Student's visa was not refused due to providing false information and documentation to Bangladesh High Commission / Embassy.
- d) All original documents issued to the student including the Certificate of Enrolment and the receipt of the fees paid (e.g. Proof of bank transfer, draft or credit card payment) has been submitted to GIBS at the time of Refund claim.
- e) The student has appealed against the refusal (documentary evidence needed) and appeal has been dismissed.
- f) Students found to be refused visa due to violation of student visa conditions, breach of student status regulations or any offences identified by Bangladesh High Commission / Embassy for the refusal are not eligible for Tuition Fees refund /transfer of fees to anyone else.
- g) No refund will be made under any of the following circumstances:
 1. Proven that admission was obtained on submission of false documentation/information.
 2. A refund claim was made on false documentation / information.
 3. Refund claim verification proves a fraudulent attempt for the claim.
 4. Student entering Bangladesh using GIBS's admission documentations, and claiming to withdraw from attending stipulated course schedules.

N.B: Refund claim should not arrive later than 28 days after the date of visa refusal /session and a refund process can take over four to eight weeks provided that the above conditions are met.

Tuition Fee - Terms & Conditions

Students will have to sign this agreement during enrolment.

1. Enrolment on the course creates a binding agreement to follow the course structure and to pay the full fee.
2. Tuition fee does not include any other fee such as for exams or books.
3. After the commencement of the course, students not reported at the Institute or failing to inform the Institute of their visa application status will be reported to the visa issuing authorities as no longer having a place on the course.
4. International students: Changes/deferments in the chosen course cannot be authorised after the visa is issued. Any variation to their student status will be notified to the immigration authorities in Bangladesh and the visa issuing authority.
5. After course commencement, no amendment can be made to the tuition fee stated on the Letter of Acceptance/Enrolment.
6. The student is responsible for ensuring that he/she has understood the costs involved in taking their selected course.
7. **Fee may be paid in two installments provided that:**
 - a) The course duration is at least one year
 - b) The student agrees to pay a surcharge of 10% of the actual (full) fee at first installment
 - c) The Second installment will be paid before the commencement of the following term.
8. The Institute may suspend students without prior notice if they hold any arrears to the agreed fee.

For any reason, student not completing their course will not be eligible for a refund, discount or credit and will be charged with the outstanding fee (if any) even if they stop attending the course.

Professional body registration and examination/assignment fees

Fees are exclusive of professional body registration and examination/assignment fees. Please refer to the appropriate professional body for estimates of their current fees.

Students are responsible for ensuring that they are members of the appropriate examination body and that they have entered for the correct examinations/assignments by the deadline date set by the examination body. The Institute accepts no liability for students missing registration deadlines.

Deferment from the course

The Institute must be informed in writing of withdrawal/deferment from the course or non-attendance of the course.

There will be no refund of course fees after the commencement of the course. Students who enroll after the start date of the course must pay the course fees in full. A fee of £100 + VAT per module will be levied on any students wishing to defer to a later term.

Students who wish to defer a module or modules to a later term, must do so no later than two weeks after the term commencement. Any deferments made after this time will result in module fees being non-refundable and payable in full if deferred to a future term.

Students that wish to defer must request for and complete a module deferment application form and submit it to GIBS no later than two weeks after the term commencement. Applications submitted after this date will not be accepted. Course fees are non-transferable. Students can only elect to defer once per module. Future deferments will result in fees being non-refundable and non-transferable and payable in full if deferred to a later term.