



Birla Institute of Technology & Science, Pilani
Dubai Campus

Bachelor of Business Administration (Honours)

Admission Bulletin 2024-25





Birla Institute of Technology & Science, Pilani

Dubai Campus

BITS VISION

“What do we propose to do here? We want to teach real science whether it is engineering, chemistry, humanities, physics or any other branch. We want to develop a scientific approach in Pilani, which means there would be no dogma. There will be a search for truth. What we propose to do here is to cultivate a scientific mind.”

The Late Shri G.D. Birla
Founder Chairman, BITS Pilani

“... to prepare young men and women to act as leaders for the promotion of the economic and industrial development of the country and to play a creative role in service to humanity.”

The Late Dr. K.K. Birla
Former Chancellor, BITS Pilani

“What is it that can empower our nation? The most obvious answer is education. Education that enhances livelihoods but also education that is value-based. Education that gives roots and gives wings as well”.

Dr. Kumar Mangalam Birla
Chancellor, BITS Pilani

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Birla Institute of Technology & Science, Pilani

Dubai Campus

BITS Pilani, Dubai Campus is the branch campus of the internationally reputed Birla Institute of Technology and Science, Pilani (BITS Pilani), India, a deemed university under Section 3 of the UGC act. It is one of the largest Institutions in the region and is located at the Dubai International Academic City.

BITS Pilani is among India's leading institutes of higher education and has been granted the status of 'Institute of Eminence' by UGC, Govt of India. With an illustrious legacy, modern campuses and alumni in leadership positions across the world, BITS Pilani has been the institute of choice for top students year after year.

BITS Pilani is ranked among the Top 250 Universities in QS Asia University Rankings 2024 and among the Top 300 universities in QS Employability Rankings 2022. It is the No.1 among the private engineering institutions in India in several media rankings such as Education World, India Today etc.

The Dubai Campus is approved by University Grants Commission (UGC), India and Ministry of Education, Government of India. It is awarded a 5-star rating from Knowledge and Human Development Authority (KHDA) Government of Dubai in partnership with QS based on four core categories, namely Teaching, Research, Employability and Internationalization. It has state-of-the-art infrastructure and provides an opportunity to acquire best quality education in an international environment from well-experienced, highly qualified and dedicated faculty and research facilities. The Institute has collaboration with over 300 reputed companies across UAE and India to offer internship to its students.

Alumni from this campus have done exceptionally well in all spheres of life. They are holding leading positions in diverse fields in UAE and across the world with reputed companies having recruited Dubai Campus graduates. Graduates have been successful in securing admission in globally prestigious universities for higher studies and doctoral programs. Many alumni are also successful entrepreneurs.

The academic flexibilities and facilities provide a host of opportunities for the students to participate in co-curricular and extracurricular activities. Students participate in international and national competitions and win top awards and bring accolades to the institute.

PART I – FIRST DEGREE PROGRAM

1. Program of Study

The Department of Management Studies offers the following First Degree Program for Admissions 2024-25.

Bachelor of Business Administration (Honours)

The normal duration of the programs is 4 years (8 semesters). The program has the option of Practice School or Thesis/Seminar within the program duration.

1.1 Program Learning Outcomes

Bachelor of Business Administration graduates will be able to innovate and design solutions and thereby successfully contributing to organizations in the commercial, private, public, and not-for-profit sectors. The program will prepare graduates to undertake the challenges in a dynamic and complex business environment by cultivating analytical thinking, problem solving and creative approach while carrying out various managerial responsibilities.

On the successful completion of this program, the students will be able to:

- Acquire a broad body of knowledge in business management concepts, current practices in a global business environment and emerging technologies to support, sustain and innovate business
- Apply the appropriate analytical and quantitative approaches to managerial decision-making situations
- Demonstrate advanced elements of critical thinking to analyze issues, solve problems, and make business decisions
- Integrate learning in the areas of general education, accounting & finance, economics, human resource management, and operations management and apply them to business strategy and policy
- Communicate effectively in a business context in written form and in delivering professional oral presentations
- Demonstrate awareness of the global economic, environmental, political, ethical, legal, and regulatory contexts of business practices
- Demonstrate teamwork skills and lead a team to achieve the individual, group and organizational goals
- Recognize entrepreneurial opportunities for new business ventures and evaluate their potential for business success

2. Eligibility

- 2.1 For admission to BBA (Honors) programs, candidates must have passed the requisite qualifying examination, which is the General Secondary Education Certificate Examination of Ministry of Education, U.A.E. or All India Senior School Certificate Examination of the Central Board of Secondary Education (CBSE) or A Level from Cambridge International examinations / Edexcel or IB Diploma or its equivalent from any recognized State, National or International board in any discipline.
- 2.2 The candidates must have obtained a minimum 60% overall aggregate of marks in the qualifying examination.
- 2.3 If instead of marks any letter grades or GPA are awarded (or any other system of evaluation), their equivalences in marks will be decided by the Admissions Committee.
- 2.4 English is the medium of instruction and a good proficiency in English is essential for admission. Hence, candidates who have completed their qualifying examination from a Non-English medium school must have a TOEFL Score of 500 in paper based test or 61 in internet based test or have an IELTS Score of 6. If required, they may also be assessed by the Admission committee for English comprehension

3. Admission Modality & Procedure

- 3.1 Admission is based entirely on the Candidate's merit, facilities available and availability of seats.
- 3.2 All applications received till last date are scrutinized for eligibility.
- 3.3 Candidates are admitted based on the merit in the qualifying examination, their program preferences and availability of seats. There is no separate Admission Test.
- 3.4 Candidates who are selected for admission will receive the Admission Offer Letter. To accept the offer of admission, candidate must comply with all the requirements specified in the Admission Offer Letter including submission of various documents and payment of fee on or before the date mentioned in the Admission Offer Letter. Refer Section-6 for details.
- 3.5 If the requirements are not fulfilled by the due date, the admission offer letter will be deemed to be cancelled and the seat will be allotted to other candidates.
- 3.6 Till all admissions are finalized, candidates who are eligible but not admitted will be considered to be on waiting list.

Notes:

- a. **Aggregate:** Aggregate is the total marks of all subjects in the Qualifying Examination, considered essential by the Board /University for passing the examination. The position in the merit list will be based only on this aggregate.
- b. If a candidate has taken more than one attempt in the Qualifying Examination or its equivalent, only his/her latest performance is considered, provided this attempt has been for the full component of subjects/courses prescribed
- c. The candidates should strictly comply with the date deadlines indicated for admission on page 12.
- d. If for any reason a candidate could not send his/her application so as to reach the Institute within the stipulated deadline and if he/she is still desirous of being considered for admission, he/she is required to send along with his/her application all the enclosures and requisite fee. Such applications will be treated as late applications and will be considered for admission, subject to availability of seats.
- e. The Institute's first priority shall be for fresh candidates who have passed the Qualifying Examination in the year of Admission. Any other candidate who has had a gap after passing the Qualifying Examination must describe in full detail the reason for such a gap and what the candidate did during this gap. If this gap is beyond 2 years and is not adequately explained to the satisfaction of the Institute, the candidate will not be considered for admission.
- f. All candidates are expected to submit a medical fitness certificate duly certified by authorized medical practitioner at the time of admission. If the health and handicap of any candidate comes in the way of his/her education, such a candidate will not be considered for admission. However, without prejudice to this policy, candidates, who are physically challenged, will be offered admission subject to meeting the eligibility requirements and provided in the opinion of the Institute their impairment doesn't come in the way of pursuing their degree program satisfactorily. Hence such candidates must produce a certificate from competent medical authority certifying the same.
- g. Candidates who avail a student residence visa through BITS Pilani, Dubai Campus must note that the pursuance of their study at the Institute depends entirely on the issuance of Student Residence Visa (SRV) by Government of Dubai. If on medical or other grounds the same is denied to them, their admission will automatically stand cancelled and their name will be removed from its rolls. With regard to the rules pertaining to Student Residence Visa, Candidates are requested to refer to its "Terms and Conditions" under the admissions link in the website - www.bits-pilani.ac.in/dubai.

- h. After the commencement of the program, all the copies of the documents submitted by the candidates will be verified with the originals provided by them on the day of orientation. In case of non-genuineness of any document or non-compliance of any of the admission criteria, the admission of the candidate will automatically stand cancelled.

4. Guidelines for Candidates having qualifications from International Examinations

The Institute admits students of all nationalities. Since there is a vast difference in the certifications, grading systems and syllabi of various international examinations (High school certificates issued by the education ministry / board / council of various countries) all such applications are examined on a case-by-case basis. The candidates should enclose with their application, documents regarding the recognition of the board, grading/marking system and calculation of cumulative grade point average / aggregate percentage of marks along with their transcript / rules and regulations for the examinations they have passed well in advance to enable the Institute to determine their eligibility for admission. On submission of all documents, BITS Pilani, Dubai Campus will endeavor to establish its equivalency to a recognized qualifying exam. However, in case such ready equivalency is not available, it will solely be the responsibility of the candidate to furnish certified equivalency information from competent authorities within the stipulated time limit for screening of application. For candidates having such qualifications, the following method is used to compute the aggregate:

- 4.1 If marks are given in the transcript, these marks are taken for computing aggregate.
- 4.2 If marks as well as the grades are given in the transcript, marks are taken for computing aggregate.
- 4.3 If grades and range of marks for each grade is given in the transcript, mean of the range of marks is taken for computing aggregate.
- 4.4 If only grades are given in the transcript, the candidate should submit from appropriate authority equivalent marks / range of marks for the grades to calculate the aggregate marks.

- 4.5 If the evaluation is done by any other method, the candidate should explain the evaluation system and should obtain from appropriate authority equivalent marks / range of marks for such evaluation to calculate aggregate marks. All courses / subjects that are required for passing the qualifying examination will be included for calculating the aggregate. Detailed calculation of aggregate with supporting documents should be enclosed. Candidate should request the examining authorities to send the transcript / mark sheet with relevant documents directly to:

***Admissions Office,
BITS Pilani, Dubai Campus,
Dubai International Academic City,
P.O. Box 345055, Dubai, U.A.E.***

Please note:

- The decision of the Institute shall be final and cannot be contested, on all matters of admission and allotment of programs of study at BITS Pilani, Dubai Campus.
- The jurisdiction in respect of all legal matters in this connection shall be at UAE.

5. Application Procedure

5.1 Read this Admission Bulletin 2024-25 carefully.

5.2 Online Application procedure: (Read the instructions given below before proceeding to fill the online form)

a. The Application Form is available online on the admissions website:

www.bits-dubai.ac.ae/admissions/. Click Apply Online and proceed further.

Note: All Applications for Admission will be accepted online only

b. Sign-up as a New User. Select the 'Apply Now' link under Program 'BBA (Hons.)'.

c. Enter all the information required carefully in the online form.

d. Ensure the correctness of all entered data before submission. Once you confirm the correctness of the entered information and submit the form, the entered data will be recorded and you will not be able to change it.

e. On starting the Application, you will be allotted a unique reference number and you will be directed to proceed for Application fee payment.

f. You have an option of paying the fee online through debit or credit card or paying offline either by cash or bank transfer. (Refer 5.4 for fee details and Part II - Sl.No.1.1 on page 14 for bank details)

g. Upon successful completion of online application fee payment you will be allotted a unique application number and you will be instructed to upload your documents.

h. Upload the required documents (jpeg or pdf format - Refer 5.3) and your submission will be complete.

i. In the event you opt for offline application fee payment (Cash or Bank Transfer), send the proof of fee payment along with Applicant's name and Application reference number by email to admission@bitspilanidubai.ae for the allotment of unique application number.

j. Upon receipt of the unique application number, you can proceed to upload the required documents (jpeg or pdf format- Refer 5.3) and your submission will be complete.

k. In all subsequent correspondence with the Institute the candidate must quote this unique application number.

5.3 Documents required to be uploaded with the application form:

- a. Copy of marksheet of the qualifying examination, such as General Secondary Education Certificate of Ministry of Education, UAE or Senior School Certificate of CBSE, New Delhi, India or its equivalent. If the result is not available, at the time of applying, leave the marks column in the application blank & upload this as soon as the mark sheet is available from the board and not later than the date deadlines mentioned on Page 15. Students from IB, A Level, American & other international boards whose results are not available before the due date can submit a copy of their predicted grades.
- b. Copy of the 10th Grade Marksheet.
- c. Passport copy (first 2 pages and last 2 pages). Candidates, who do not possess a valid passport at the time of applying, must enclose a declaration along with the Application, that they will email the required passport pages on or before the last date.
- d. TOEFL/IELTS Score Report (For candidates from non-English medium Schools only).

(Note: BITSAT is not required for admission to Dubai Campus)

5.4 Application Fee to be paid at the time of submission of application form:

An amount of AED 220.00 only (Arab Emirates Dirhams Two Hundred and Twenty only) payable online by debit/credit card or payable offline either by cash or bank transfer (Refer page 14 for bank details).

Application received without application fee will not be considered.

5.5 Application must be submitted before the last date. Applications received after the last date will be considered as Late Applications and will be accepted for admission based on merit and availability of seats.

5.6 Incomplete Application will be rejected.

6. Documents to be submitted by candidates admitted

- 6.1 Original Transfer Certificate / School Leaving Certificate.
- 6.2 Original Conduct Certificate from School.
- 6.3 Digital copy of the passport size photograph (Colour photograph showing front image with white background).
- 6.4 Medical Fitness Certificate duly certified by Authorized Medical Practitioner.
- 6.5 Cash / Cheque / Bank Transfer for the required fee amount (Please refer Part II).
- 6.6 Signed copies of all undertakings and student contracts sent with the Admission Offer Letter.

7. Casual Students

Candidates other than regular students of BITS Pilani who desire to register for some courses to update their knowledge are designated as casual students. Casual students can register for courses on audit only and cannot enroll for a degree. The facility of taking a course on audit is principally conceived to give an opportunity to a candidate to update his/her knowledge. Such a course will not be accepted for the fulfillment of requirements of any program, current or future in BITS Pilani.

This scheme has been devised to take care of students and professionals from various institutions and organizations who express a desire to update their knowledge, although they ipso-facto, have no desire to work for a degree. Persons desiring to register as casual students should apply on the prescribed form within the last date.

8. Second Semester Admission

The structural flexibilities available in the Institute make it possible to admit students in both the semesters. However, in the case of first-degree programs, most of the admissions are made during the first semester itself. The few admissions made for the second semester (Feb 2025) are essentially to meet the depletion, if any, during the first semester and also to get the most outstanding students who could not apply in time for the first semester admissions.

The second semester admissions of the students are merged with the students admitted in the first semester. They may be doing courses with the students admitted in the same academic year or in the next semester (academic year). The total normal duration of program will be 4 years (eight semesters). These students also get the option of Practice School.

The admission notification for second semester admissions will be issued in October 2024

9. Important dates in the admission process of First Degree programmes

EVENT	First Semester	Second Semester
Last date for receipt of Application*	25 June 2024	16 December 2024
Finalization of Admission List	28 June 2024	20 December 2024
Reporting for Admission	27 August 2024	30 January 2025
Orientation	27-30 August 2024	30 - 31 January 2025
Registration	30 August 2024	31 January 2025
Classwork begins	02 September 2024	03 February 2025

* Application received after the last date will be treated as "Late Application" and will be considered for admission, subject to merit and availability of seats

PART II - FEES, SCHOLARSHIPS & REFUND POLICY

Each Academic Year consists of two semesters.

First Semester: September-January and Second Semester: February-June

1. FEE STRUCTURE FOR ACADEMIC YEAR 2024-25	
Bachelor of Business Administration (Honours) BBA (Hons.)	
A. One-time Fee (payable at the time of Admission)	
PARTICULARS	AMOUNT
Application Fee**	AED. 220
Admission Fee*	AED. 2,000
Activity Fee*	AED. 1,200
Caution Deposit \$	AED. 5,000
B. Tuition Fees	
Tuition Fee (payable in 2 installments)*	AED.18750 per semester
PS 1 Fee (payable after II Year for the Summer term)*	AED 4300
C. Visa and Insurance Fee (For students availing Visa/Insurance)	
Visa Fee (For Students on Visa provided by the institute)	
Fresh Visa Fee**	AED. 2,900
Visa Renewal Fee**	AED. 2,150 per annum
Medical Insurance Fee*	AED. 2,700 per annum
(Current prevailing Visa & Insurance Fee, subject to change)	
D. Hostel Fee (For students availing Hostel)	
Hostel Fee***	AED. 15,000 per semester
Facility Fee*	AED. 750 per annum
Summer Term (if availing) ***	AED. 5,200 per term
Hostel Caution Deposit \$	AED. 2,000
Laundry charges and Service charge for using refrigerator in room are additional	

Note: A fee of AED 4000 + VAT per course is applicable for casual students registering for any course on audit only during any semester apart from a one-time admission fee.

* VAT of 5% is applicable on this fee

** VAT of 5% is included in this fee

***VAT of 5% will be charged on the food cost of the Hostel Fee.

\$ Refundable on graduation or on leaving the institute, after due adjustment for damages, breakages caused by the student, if any.

Fee after providing a fee waiver of 80% of tuition fee for Full-Time scholars and 50% of tuition fee for Part-time and Off-campus scholars.

1.1 Fee Payment Instructions

The above fees can be paid by any one of the modes given below.

- i. Payment by Cash: The fee can be paid by Cash in AED or USD at the Fee counter in the Institute.
- ii. Payment by Cheque: Payment by cheque will be accepted only if the cheque is from a bank based in UAE. All Cheques should be drawn in favor of "BITS Pilani FZ LLC" and payable in AED at a bank in Dubai. There should be no corrections or alterations on the cheque.
- iii. E- Payment: We offer secure e-payment facility to pay your fee. For e-payment, visit our website <https://www.bits-pilani.ac.in/dubai/>, go to the student's section and under the student services, click on the Fee Payment.
- iv. Payment by Demand Draft: All Demand Drafts should be drawn in favor of "BITS Pilani FZ LLC" and payable in AED at a bank in Dubai.
- v. Payment by Telex/ Bank transfer: Payment can be made directly to one of our bank accounts given below through your bank along with collection charges if any. The TT advice/receipt copy received from your bank must be sent to the Accounts department, by email (accounts@dubai.bits-pilani.ac.in), mentioning the name & application number of the student.

Bank	HSBC Bank	Citibank
Account Title	BITS PILANI FZ LLC	BITS PILANI FZ LLC
Account No.	026-307181 -001	011-068-6617
IBAN	AE4502 000 000 2630 7181 001	AE790211000000110686617
SWIFT Code	BBMEAEAD	CITIAEAD
Branch	P.O. Box: 66, Main Branch, Dubai, UAE.	P.O Box 749, Oud Metha Road, Dubai, UAE. Branch No: 836

Please note that the fee must be paid in full and any charges towards collection or clearance of DD/TT must be borne by the students. The Institute will give credit only to the Net Amount credited in its bank account.

2. Scholarships and Concessions-First Degree

2.1 For New Admissions

2.1.1 Board Toppers

Candidates who have secured the top position in 12th standard in their respective boards (General Secondary Education Certificate Examination of Ministry of Education, UAE or CBSE-India or any other State, National or International Board) are given a merit scholarship of 50% of the first year tuition fee. The minimum overall aggregate of the candidate must be a minimum of 90% or equivalent in the qualifying exam to avail the scholarship.

2.1.2 U.A.E. School Toppers

Candidates who have secured one of the top two positions in the 12th Grade examination in their respective schools are given a merit scholarship of 50% of the first year tuition fee. This scholarship is limited to students studying in the U.A.E. Schools only and the overall aggregate of the candidate must be a minimum of 90% or equivalent in the qualifying exam to avail the scholarship.

2.1.3 Merit in Qualifying Examination

a) Tuition fee scholarship

- i. Candidates who have obtained an overall aggregate of 95% or above in the aggregate of the qualifying examination are given a merit scholarship of 40% of the first year tuition fee.
- ii. Candidates who have obtained an overall aggregate of 90% or above but less than 95% in the aggregate of the qualifying examination are given a merit scholarship of 25% of the first year tuition fee.
- iii. Candidates who have obtained an overall aggregate of 80% or above but less than 90% in the aggregate of the qualifying examination are given a merit scholarship of 15% of the first year tuition fee.
- iv. Candidates who have obtained an overall aggregate of 70% or above but less than 80% in the aggregate of the qualifying examination are given a merit scholarship of 10% of the first year tuition fee.

b) Hostel fee Concession

Admitted Candidates who have obtained an overall aggregate of 70% or above in the aggregate of the qualifying examination will be offered a 25% concession in the Hostel fee for the normal duration of the program (four years).

**Overall Aggregate: Aggregate is the total marks of all subjects in the Qualifying Examination, considered essential by the Board/University for passing the examination.. The scholarship will be based only on this overall aggregate*

2.1.4 Sports Excellence

- **Entry Level:** Students who have participated and won medals in International championship by representing their Country are given scholarship of 50% of the first year tuition fee and students who have participated in the International Championships are given scholarships of 20% of first year tuition fee. The Sport and the eligibility criteria of all applicants will be evaluated on a case by case basis and the scholarship will be awarded based on committee's recommendation.
- **Continuing Students:** Students who participate and win in three inter-university tournaments at the end of one academic year will be considered for a scholarship of 20% of tuition fee for the current year for the normal duration of the program based on committee's recommendation.

2.2. Merit Scholarship for continuing students

Students with a CGPA of 8.00 or above on a 10.00 scale at the end of previous semester will be given the following merit scholarship on the tuition fee for the current semester, based on the CGPA secured for the normal duration of the program:

Sr. No	CGPA	Scholarship on Tuition fees
1	>9	25%
2	8.5 to 8.99	15%
3	8.0 to 8.49	10%

2.3 Other Special Concessions

2.3.1 For GCC/ Arab Nationals

Meritorious GCC / Arab Nationals may be offered a concession of up to 100% on the tuition fee for the normal duration of the program (8 semesters) based on their performance in the qualifying examination (Grade 12 or equivalent) for the first year and continuity of a minimum CGPA of 4.5 on a 10.00 scale in the subsequent semesters, during the program. This concession will be restricted to specific number of students.

2.3.2 For sudden bereavement of earning member of the family

The Institute helps by waiving off 100% tuition fee for a semester for those students who face financial hardships due to the sudden and untimely demise of the sole earning member of their family in a particular semester. A concession of up to 75% can be offered in the subsequent semesters, on a case to case basis, depending on means and need.

2.3.3 For physically challenged Students

All physically challenged students satisfying the conditions laid out are given a 15% concession on the tuition fee throughout the program subject to satisfactory academic performance in each semester.

2.3.4 For Sibling

For families that have more than one child enrolled concurrently, a concession of 25% on the tuition fee is offered to the second child until the first child graduates.

Please note:

- All students must pay their specified fee at the time of Admission and any amount awarded as scholarship will be adjusted in the subsequent fee payment.
- At any given time, a student can avail more than one scholarship / concession on tuition fee unless otherwise mentioned, provided the total scholarship/ concession amount does not exceed more than 50% of the tuition fee amount of that semester including all or any scholarship/concession availed by the student.
- A student can avail hostel fee concession under one category only.
- The decision of the institute shall be final and cannot be contested on all matters of scholarships and concessions at BITS Pilani, Dubai Campus. The institute has the right to discontinue the scholarship/ concession at any time in case the student is found guilty in any disciplinary case.
- While Scholarship based on "Merit in Qualifying Examination" will be given automatically based on the Grade 12 marks of the student, application for scholarship under all other categories must be submitted within one month from the date of registration to the Admissions Office. Any application received after one month will not be considered.

3. Refund Policy for all programs

3.1 One-Time fee:

3.1.1 Application fee and Admission Fee are non-refundable.

3.1.2 Activity fee is fully refundable if the student withdraws before the date of registration. If the student withdraws within four weeks from the date of registration, whether the student registers or not, 75% of the Activity fee is refundable. If the student withdraws after four weeks from the date of registration, the entire Activity fee is non-refundable.

3.2 Tuition Fee:

- 3.2.1 If a student accepts the admission offer and completes the admission formalities but withdraws before the date of registration, 80% of the first installment of first semester tuition fee is refundable.
- 3.2.2 If a student withdraws within one week from the date of registration irrespective of whether the student registers or not, 50% of the first installment of first semester tuition fee is refundable.
- 3.2.3 If a student withdraws after one week from the date of registration irrespective of whether the student registers or not, the first installment of first semester tuition fee is non- refundable.

3.3 Hostel Fee:

- 3.3.1 If a student opts not to avail the hostel facility after paying the hostel fee and if the request for the same is received before the commencement of the semester, 90% of the semester's hostel fee and facility fee is refundable.
- 3.3.2 If request for not availing the hostel facility is received within one week from the commencement of the semester, 50% of the semester's hostel fee and facility fee is refundable.
- 3.3.3 If request for not availing the hostel facility is received after one week from the commencement of the semester, the entire first semester's hostel fee and facility fee is non-refundable.

3.4 Visa and Medical Insurance fee:

- 3.4.1 Visa fee and Medical Insurance fee is non-refundable, if the same has been applied for.

3.5 Transport Fee:

- 3.5.1 If a student opts not to avail the transport facility after paying the transport fee and if the request for the same is received before the commencement of the semester, 90% of the semester's transport fee paid is refundable.
- 3.5.2 If request for not availing the transport facility is received within two weeks from the commencement of the semester, 50% of the semester's transport fee is refundable.
- 3.5.3 If request for not availing the transport facility is received after two weeks from the commencement of the semester, the entire first semester's transport fee is non refundable.

Note: All refunds will take a minimum of 4 weeks from the date of withdrawal



BITS Pilani

Dubai Campus

innovate

achieve

lead



BITS Pilani

Dubai Campus

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