

THE NORTHCAP UNIVERSITY

SCHOOL OF **LAW**

All programmes at UG & PG Level



Admission Policy
2021-22
www.ncuindia.edu

PART - II

SCHOOL OF LAW

**Admission Policy and
Selection Procedure
For the year 2021-22**

**BBA-LL.B (Hons.)
LL.M.**

DISCLAIMER

While every effort has been made to ensure that the information in this brochure is accurate at the time of publication (April 2019), all matters that it covers may be subject to change without notice. The information is meant for illustrative purposes only, and cannot be quoted as authority, for which the rules, regulations and notifications concerned shall be referred to. In particular, information about the structure of studies of the different branches of Engineering, Management and Law taught at the University is subject to continuous upgradation. The University does not intend, by the publication of this brochure, to create any contractual or other legal relations with students, their advisors or any other stakeholders and the University reserves the exclusive right to change or withdraw any statement in this brochure without notice.

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Admission Policy & Selection Procedure

FOR THE ACADEMIC YEAR 2021-22 SCHOOL OF LAW

This policy shall be called the “ADMISSION POLICY & SELECTION PROCEDURE-2021” (APSP-2021) for admission to the degree programmes offered by SCHOOL OF LAW AT THE POST GRADUATE AND UNDERGRADUATE LEVEL.

This Admission Policy and Selection procedure is approved by the Board of Management of The NorthCap University, Gurugram. All admissions shall be made strictly in accordance with merit in a fair and transparent manner on the basis of minimum eligibility / selection criteria prescribed for each programme.

1. APPLICABILITY

- 1.1 This “Admission Policy and Selection Procedure-2021” is valid for the academic year 2021 – 22 and shall be applicable for admissions of all resident Indian students to UG/PG programmes of School of Law and also covers children/wards of Non Resident Indian (NRI's)/International students wherever applicable.
- 1.2 The University has a comprehensive and transparent policy regarding Fee Structure, refund, cancellation & withdrawal . The Refund & Cancellation policy is in line with UGC/MHRD/AICTE policy on the matter as per UGC Notification dated 02 November, 2018.

2. PROGRAMMES OFFERED BY THE SCHOOL OF LAW AND THEIR INTAKE, MINIMUM ELIGIBILITY AND SELECTION CRITERIA FOR THE YEAR 2021-22

2.1

PROGRAMME	MINIMUM ELIGIBILITY CRITERIA	SELECTION PROCEDURE	
BBA – LLB (Hons.) Integrated Degree (5 years)	<p>1) 10+2 (English Medium) examination conducted by Central Board of Secondary Education or equivalent examination from a recognized board with an overall aggregate of min 50% (with min 50% Marks in English)</p> <p>2) IB candidates should have score of minimum 24</p> <p>3) Applicant must have written CLAT / AILET / LSAT / ANY OTHER NATIONAL LEVEL TEST 2021) As one time measure to overcome the COVID 19 impact students with CLAT / AILET / LSAT / ANY OTHER NATIONAL LEVEL TEST SCORE 2020 will also be considered for admission for AY 2021</p>	<p>Selection will be based on merit of 10+2 conducted by Central Board of Secondary Education or equivalent examination from a recognized board (IB/ICSE) OR CLAT 2021/ AILET 2021/ LSAT 2021 SCORE// ANY OTHER NATIONAL LEVEL TEST AND Personal Interview Should seats still remain vacant, in any course, if at all, after exhausting the merit list of applicants of the National Test(s), seats may be filled on the basis of Aptitude Test, NCU LET subject to meeting the minimum eligibility criteria specified.</p>	
Intake	70seats		
LLM - 1 year (2 semesters) Specializations: 1. Corporate Law 2. Human Rights 3. Intellectual Property Rights (IPR)	LL.B degree (Law Graduate 3yrs/5yrs) awarded by any University recognised by UGC (affiliated to BCI) with min 50% overall aggregate.	Selection will be based on Merit and Personal Interview	
Intake	20Seats		
<p>(i) Rounding of marks in the aggregate and /or in the compulsory subject (s), wherever applicable is not permitted.</p> <p>(ii) The University reserves the right not to run the programme if less than 75% of seats are filled at commencement. The intake shown in the table above is subject to change by the university. An increase/decrease in intake upto 20% of seats could take place within the total intake without compromising quality and minimum eligibility criteria.</p> <p>(iii) Admission will be based solely on the merit criteria as per procedure indicated while ensuring an overall intake of 25% of total seats for Haryana residents.</p> <p>(iv) The applicants may note that merely Meeting Minimum Eligibility Criteria shall not assure Admission to the applied Program. The Admission shall be strictly based on merit as defined in the admission brochure and the university reserves the right to decide the merit cutoffs for various Programs.</p>			

2.2 DISTRIBUTION OF SEATS

Seat allocation for the BBA-LL.B. (Honours) Dual Degree Programme is as follows:

Indian Nationals	:	60
Child or Ward of NRI/International Students	:	10
TOTAL INTAKE	:	70

- 2.3 While 15% seats are allocated for NRI/International students, as shown above, 25% of total seats shall be for Haryana residents (Haryana General =15%; Haryana SC =10%), i.e. a total of 30 seats for Haryana Residents. Seats shall be allocated to all eligible candidates including Haryana residents, ranked in one common list other than NRI, strictly as per merit.

3. DEFINITIONS

- 3.1 **INDIAN NATIONALS:** All Indian nationals from any part of the country, who comply with the minimum eligibility criteria, are eligible to apply.
- 3.2 **CHILDREN of NRI/International students:** The applicant must be a child/ward of a Non-Resident Indian (NRI)/ as defined under Income Tax Act and must comply with the minimum eligibility criteria to be eligible under this category. In addition, International students can also apply under this category and their admission will be based on the aggregate marks secured in Class 12/ Graduation or equivalent of their qualification. A student who has obtained a foreign qualification at the 10+2 / Graduation or equivalent level would be required to submit a certificate of equivalence from AIU (Association of Indian Universities). International students will have to get all clearances, but not limited to visa requirements etc. from all statutory bodies of their respective countries and India. Students admitted under this category will pay a higher fee as per table in clause 15.1 below. The extra fee collected from these students will be used to give fee concessions to students on merit cum means criteria and scholarships for meritorious students. (Refer Admission Brochure Part –III for complete details).
- 3.3 **HARYANA (General):** A candidate who is a resident of Haryana (refer Form 2) or has passed his 10+2/ Graduation or equivalent examination from a recognized school / University in Haryana and complies with the minimum eligibility criteria, is eligible under this category.
- 3.4 **HARYANA (Scheduled Caste):** A candidate who is a resident of Haryana and from a Scheduled Caste of Haryana as notified by Haryana State Government (refer Form 3) should comply with the minimum eligibility criteria. After allotment of seat / branch to all eligible Haryana SC students, unfilled seats under this category shall be merged with Haryana General Seats to make good the overall 25% seats for Haryana Resident candidates.
- 3.5 **KASHMIRI MIGRANTS:** One seat in each programme shall be reserved for Kashmiri migrants as per the guidelines of Director Higher Education vide memo no.18/51-2000 UNP (4) Dated 9/12/2015.

4. MINIMUM ELIGIBILITY CRITERIA

- 4.1 To be eligible for admission to the first year of any of the above mentioned programmes, a candidate must be an Indian national and must fulfill the minimum eligibility criteria defined in table 2.1 above. For child/ wards of NRI/ International students refer to Clause 3.2 and Part III of this Admission brochure.
- 4.2 A student from a University / board NOT recognized by CBSE / AICTE / UGC /AIU/ MHRD or any other statutory body of Government of India shall not be eligible for admission.
- 4.3 **NO AGE LIMIT:** As per the notification of Bar Council of India on 28 September, 2013, the age criterion for admission to LL.B. Courses has been taken away. Further Allahabad High Court vide order no. WP5219/2015 has made the CLAT Examination open for aspirants irrespective of their age.
- 4.4 Applicants must only apply after having fully read and understood the terms and conditions of Admissions applicable for academic session 2021-22 for the programme in which the student is seeking admission, particularly the fee structure and the refund /

cancellation/ withdrawal policy of the University. These details are clearly provided in the admission brochure/application form/website www.ncuindia.edu.

5. GENERAL CONDITIONS

- 5.1 In the event that the Admission Committee of the University is not satisfied with the character or antecedents of an applicant, in the overall interest of maintaining the academic standards and discipline of the University, it retains the exclusive right not to admit him/her to the University.
- 5.2 A student who furnishes particulars or submits documents which are found to be false, or suppresses material information, shall not be considered for admission, and, if he/ she has been admitted on the basis of such information, besides legal action at his/ her cost, his/ her admission shall stand automatically cancelled and the entire fee of any description whatsoever paid by him/ her shall stand fully forfeited.
- 5.3 Mere possession of the prescribed academic qualifications does not entitle a candidate for admission. Candidates shall have to fulfill all other conditions as have been spelt out in this "Admission Policy and Selection Procedure- 2021-22" and on the website for the programme/category in which admission is sought.
- 5.4 Students/ Parents are cautioned not to use any intermediary or broker for securing admission. Besides being illegal, such an action could render the candidate ineligible to participate in the admission process. If parents or students are approached by any such bogus agents, they should report their details to the Registrar, The NorthCap University, Gurugram. NCU has not authorized any Person / Body whatsoever for any part of the Admission Process including counseling of students/parents.
- 5.5 A student who wishes to be admitted after a gap period of one year and/or more (after passing the 10+2/Graduation examination) shall submit at the time of admission, an affidavit duly Notarized, justifying the reasons for the gap period and certifying that he/ she had not taken admission in any college / University or had not been rusticated or had not been sentenced to jail for a criminal offence. In case a student had taken admission in any other college / university during the gap years he/she shall have to provide an NOC /Migration certificate from the said college/university. He/she will necessarily have to comply with the minimum eligibility criteria including programme wise applicable entrance examination, if any.

6. ADMISSION COMMITTEE

- 6.1 Admissions shall be made by the Admission Committee comprising of faculty and administrative staff of the School/University to be nominated by the Vice-Chancellor. The Admission Committee will be headed by the Director or a person who is not less than the rank of a Professor.
- 6.2 The Committee shall scrutinize the application forms for admission of the candidates in accordance with the eligibility/selection criteria prescribed in this "Admission Policy and Selection Procedure- 2021-22".
- 6.3 The decision of the Admission Committee on any matter concerning the admission policy and selection procedure shall be final and binding on all concerned, subject to review as per Clause 19 of this APSP 2021.

7. ADMISSION NOTICE

- 7.1 To fill seats to UG/PG programmes offered for the academic session 2021-22, the University shall publish an admission notice inviting applications from interested candidates. The admission notice shall be published in at least two national dailies and / or their education supplements.
- 7.2 A copy of the admission notice along with this "Admission Policy and Selection Procedure- 2021-22" shall be uploaded on the website of the University www.ncuindia.edu not less than 60 days before commencement of the programme for the information of all concerned.

8.1 HOW TO APPLY

- (a) **Online:** Candidates can fill in the form online on the University website www.ncuindia.edu and pay the Application fee of Rs 1080/- (non refundable) online and upload self-attested scanned copies of documents mentioned in Clause 8.2 along with the online application. They will receive an email confirmation for their online application.

8.2 SELF-ATTESTED DOCUMENTS) TO BE SUBMITTED WITH ALL ONLINE / OFFLINE APPLICATIONS

S. NO.	PROGRAMME	DOCUMENT TO BE SUBMITTED
SCHOOL OF LAW		
1	BBA-LLB (Hons.)	i) Class 10 marks sheet (as proof of date of birth) ii) Class 12 (or equivalent) Pre-Board marks sheet (iii) CLAT 2021/AILET 2021/ LSAT 2021 Admit Card and Score Card if appeared iv) SAT Score Card if available v) Aadhaar Card
2	LL.M.	(i) Class 10 marks sheet (as proof of date of birth) (ii) Class 12 or Diploma Marksheet (iii) LL.B (or equivalent) Degree and marks sheet or last set of result declared. (iv) CLAT 2021/AILET 2021/ LSAT 2021 Admit Card and Score Card if appeared v) Aadhaar Card

Important Note:

In addition to the above, Haryana domicile/ Haryana SC certificate (see Forms 2 & 3 for sample) should be attached, for those who are applying in Haryana General or Haryana Scheduled Caste Category.

Kashmiri Migrants should attach J&K Migrants certificate issued from Government of Jammu & Kashmir Office of the Relief & Rehabilitation Commissioner (M) Jammu with the application form.

- 8.3 ADMISSION BROCHURE:** The Admission Policy and Selection Procedure 2021-22 for admission to all UG/PG programmes shall be available in soft copy form on the University website. All candidates are advised to thoroughly read the entire Admission Policy and Selection Procedure 2021-22 before applying for admission.
- 8.4** Students should submit only one application form . In case multiple applications are received for the same programme, all will be rejected.

8.5 It is made clear that admissions shall be made strictly on merit, to those who have applied on the prescribed form, within the stipulated time limit prescribed in this Admission Brochure 2021-22 or as may be amended and uploaded on the website and whose application has not been invalidated due to any deficiency. Applications which are incomplete and not in the prescribed form and not accompanied with the copies of documents as given in Clause 8.2 shall be rejected.

9. ACKNOWLEDGMENT OF APPLICATION FORMS

- 9.1 Applicants must insist on a receipt for the application form if submitted at the campus physically.
- 9.2 Online applications shall be acknowledged by e-mail confirmation.
- 9.3 The receipt/acknowledgement shall constitute the only evidence for timely submission of the application form.

10. IMPORTANT DATES FOR ALL PROGRAMMES

10.1 Important Dates for BBA-LLB (Hons.) and LL.M. Degree Programme is as follows:

EVENT / ACTIVITY	BBA LL.B (Hons.)	LL.M
UPLOADING OF ADMISSION FORM, ELIGIBILITY CRITERIA, SELECTION PROCEDURE	09.04.2021	09.04.2021
LAST DATE FOR SUBMISSION OF APPLICATION FORMS WITH SCANNED/ COPIES OF REQUIRED DOCUMENTS ONLINE/BY HAND / BY POST	To be announced later	To be announced later
DISPLAY OF ADMISSION CUM MERIT LIST ON THE UNIVERSITY WEBSITE www.ncuindia.edu AND AT THE CAMPUS NOTICE BOARD	To be announced later	To be announced later
LAST DATE FOR PAYMENT OF FIRST SEMESTER FEES FOR STUDENTS OFFERED ADMISSION IN FIRST LIST	To be announced later	To be announced later
LAST DATE OF ADMISSION	To be announced later	To be announced later
FIRST COME FIRST SERVE	To be announced later	-
ORIENTATION OF ADMITTED STUDENTS	To be announced later	To be announced later
INDUCTION PROGRAMME	To be announced later	To be announced later
COMMENCEMENT OF ACADEMIC SESSION	To be announced later	To be announced later
START AND LAST DATE OF ADMISSION AGAINST VACANT / DROPOUT SEATS THROUGH FIRST COME FIRST SERVE BASIS	To be announced later	To be announced later

- 10.2 The above dates do not apply to NRI / International students. For their deadlines / dates they must refer to "Admission Policy and Selection Policy- 2021 Part- II" applicable for Children /wards of NRI / International students.
- 10.3 Dates of admissions shall be announced later on our website www.ncuindia.edu.

11. ADMISSION CUM MERIT LIST

- 11.1 First Admission cum Merit list prepared on the basis of selection criteria / distribution of seats will be uploaded on the website of the University www.ncuindia.edu, and displayed on the Notice Board of the University for the Information of all concerned as per clause 10.1.
- 11.2 Last date for payment of fees for securing admission and fee payable shall be in accordance with Clauses 10.1 & 15 respectively which will also be mentioned in the covering note of the programme wise Admission cum Merit list.
- 11.3 Merely depositing fee will not confirm the admission. Submitting/ getting documents verified is a necessary condition before provisional admission is offered.

12. SECURING YOUR ADMISSION

- 12.1 Applicants whose names appear in the first or second merit cum admission list displayed by the University must deposit their first semester fee in full on or before the last date specified for the purpose, to secure their admission, failing which the offer of admission will stand withdrawn.
- 12.2 In the event a Applicant fails to deposit his/her fee on or before the date specified, the offer of admission will stand automatically withdrawn and the student will have no claim whatsoever on the seat.

13. FILLING OF DROPOUT SEATS UP TO THE LAST DATE OF ADMISSION

Since seats are perishable and must be filled before the last date of admission, vacant and drop out seats after second list if any shall be filled on 'first - come – first – served' basis, subject to the minimum eligibility criteria, upto the last date of admission for all the programmes.

14. TUITION FEES

- 14.1 Tuition Fee for BBA LL.B.(Hons.) and LL.M. Degree Programme is as follows:

PROGRAMME	TUITION FEE FOR ACADEMIC YEAR 2020-21 (INR)		
	CHILD/WARD OF INDIAN NATIONAL		CHILD/WARD OF NRI/INTERNATIONAL STUDENTS
	PER SEMESTER	ANNUAL	ANNUAL
BBA-LL.B (Hons.)	87,000	1,74,000	Annual Rs. 2,65,200/- or equivalent foreign exchange
LL.M	59,750	1,19,500	NA
Hostel Fee (where applicable)	Rs. 60,000 per semester		

- 14.2 **Caution Money:** A sum of Rs. 5,000/- to be charged from each student seeking admission to the University in the Academic Year 2021-22. The amount is interest free and will be refunded to the students at the time of withdrawal or at end of their programmes, whichever is later, after deduction of dues, if any,
- 14.3 **Alumni Fee:** A onetime Alumni Association charge of Rs.1,000/- (for all programmes) shall be charged from all students at the time of admission.
- 14.4 Fee applicable in the year of admission shall be subject to year on year increase of 3% for the duration of the programme.
- 14.5 The total fee for the year including hostel charges (if applicable) will be payable in two equal bi-annual installments (semester wise, in advance). Children/wards of NRI / International students shall pay the fee annually, in advance.
- 14.6 Semester fee will not be accepted in parts or in installments.
- 14.7 Fee can be paid Via Demand Draft, Credit Card, Debit Card or by cash only. All demand drafts shall be made favouring The NorthCap University, Gurugram and shall be payable at Gurugram/Delhi.
- 14.8 Child/wards of NRI or International students will not be eligible for refund before or after the last date of admission in case of withdrawal.

14.9 Students must obtain a receipt for every payment made to the University as that shall constitute their only proof of payment.

14.10 Admission/Semester fees must only be paid at the Accounts Office of the University on any working day from Monday to Saturday from 9.00 AM to 4:00 PM.

14.11 We have a policy for online payment of fees. It is not mandatory to come and deposit the fee in person in the Accounts office. Please find below the details:

Online fee payment details:	After sending the fees through RTGS /NEFT you have to mail at fees2020-21oddsem@ncuindia.edu with following details:-
RTGS/NEFT DETAILS:- Account Name : THE NORTH CAP UNIVERSITY Account No. : 82472010013980 Bank Name : Syndicate Bank / Canara Bank Bank's Address : NCU, Sector-23A, Gurgaon IFSC Code : CNRB0018247	1. Name with course name 2. Contact no. 3. UTR no, Amount & Date 4. Account Holder Name

EDUCATION LOANS : Many Nationalised and Private Banks like SBI, Syndicate Bank, HDFC & Kotak Mahindra Bank offer education loans to needy students on the banks terms and conditions.

Syndicate/Canara Bank branch is also located on the Campus and provides Education loans to students of NCU subject to fulfilling eligibility criteria and guidelines as per their education loan scheme Syndvidya. For further details visit www.syndicatebank.co.in or Contact on Mobile No. 9868394473, Land Line: 0124-2460740 or Email to: br.8247@syndicatebank.co.in

Vidya Lakshmi is a first-of-its-kind portal for students seeking Education Loan. This portal has been developed under the guidance of the Department of Financial Services (Ministry of Finance), the Department of Higher Education (Ministry of Education) and Indian Banks Association (IBA). The portal has been developed and being maintained by NSDL eGovernance Infrastructure Limited. Students can view, apply and track the education loan applications to banks anytime, anywhere by accessing the portal. Click here to apply <https://www.vidyalakshmi.co.in/Students/>

Eduvanz Financing Pvt. Ltd. is also one of our signed Education loan partners which provides financial assistance to students for providing 100% education loan. For details, you could log on to www.eduvanz.com or contact Mr. Pankaj, 9310655623 or send an email to pankaj.yadav@eduevanz.com for loan-related queries.

Axis Bank is also one of our signed Education loan partners which provides financial assistance to students. For further details kindly contact on 9958706025 / 9654611713 or Email to: sukhdeep7.singh@axisbank.com, ankit.jain2@axisbank.com

15. FEE CONCESSION CUM SCHOLARSHIP

BBA.-LLB				
% of Scholarship	Eligibility (For CBSE as per percentage score in applicable subjects by program. Normalised Scores will be taken for other Boards with respect to CBSE)	CLAT Percentile or CLAT 2021 Rank equivalent (2021) [in case of percentile not announced]	LSAT Score - INDIA SCORE	Scores in IB Diploma Programme
100%	CBSE: 99.1% and above	95.01+Rank: 1 to 3000	1 to 3000	43-45
50%	CBSE: 95.1% <= 99	90.01 <= 95 Rank: 3001 – 6000	3001 to 6000	41-42
25%	CBSE: 90.1%<= 95	75.01 <= 90 Rank: 6001 – 7000	6001 to 15000	32-40
10%	CBSE: 85%<= 90	70<= 75 Rank: 7001-8000	15001 to 24000	28-31

Limited scholarships available in each category on first come first serve basis

- 15.1 Fee Concession includes Haryana Residents and shall be as per the Standard Operating Procedure of The NorthCap University from time to time and available at www.ncuindia.edu.
- 15.2 The table above is only to represent Scholarships in case a candidate is selected and the details of Scholarship offered will be part of the Admission Offer extended to candidates upon selection. For selection, University shall follow the announced process.
- 15.3 10% concession on the tuition fees to the Sibling/Twin each of the same parent applying in Academic Year 2021, on admission to the programs as mentioned in Admission Policy 2021, in the First Year Only..
- 15.4 20% concession on the tuition fees to the university employees' ward/wards on admission to the programs as mentioned in Admission Policy 2021, in the First Year Only
- 15.5 15% concession of the tuition fees for the university Alumni ward/wards admission to the programs as mentioned in Admission Policy 2021, in the First Year Only.
- 15.6 Continuation of Admission Scholarship is subject to obtaining CGPA of 8 and above on a scale of 10, having no backlog and no discipline case being recorded against the student.* applicable to merit basis students only.
- 15.7 Candidate must enroll for the program by depositing the tuition fee by the given due date in admission offer letter. Should a candidate fail to do so, candidate shall have no claim over the scholarship. The Scholarship thereafter, shall be passed on to the next eligible candidate.

16. VERIFICATION AND NON RETENTION OF STUDENTS ACADEMIC AND PERSONAL TESTIMONIALS

- 16.1 All original academic and personal certificates and testimonials like mark-sheets, school leaving certificates and other such documents (other than migration certificate) shall be returned by the University after their due verification and receipt of fees. In case a student withdraws before the last date of admission, the original migration certificate shall also be returned.
- 16.2 However, Migration from the last institution to The NorthCap University shall be deemed to be complete only after submitting the Migration Certificate thereafter. In case when student leaves after the last date of admission the original migration certificate submitted by the candidate will accordingly be cancelled by stamping across it. Migration certificate shall be issued by the University within 15 days under its seal in case of Migration/Withdrawal after the last date of admission and /or completion of the degree subject to fulfillment of all requirements as per rules/ regulations of the University.
- 16.3 The self-attested testimonials of students shall be held valid and authentic for all purposes and administrative requirements and should there be a need for physical verification at any time during the course of program of study, such verification shall be undertaken in the presence of the student and certificates and testimonials thus verified shall be returned immediately to the student.

17. GRIEVANCE REDRESSAL

- 17.1 Grievance/complaints, if any, against any action/decision of the Admissions Committee can be made in writing within 3 days of the decision to the Grievance Redressal Mechanism, constituted as per UGC (Grievance Redressal) regulation 2012 amended by time to time.
- 17.2 In case there is any ambiguity whatsoever, with respect to this policy, Vice-Chancellor's interpretation/clarification/decision shall be final and binding on all concerned.

18. ORIENTATION PROGRAMME

It is compulsory for newly admitted student to attend the orientation programme. For details timings see table below:

SCHEDULE FOR ORIENTATION PROGRAMME				
SR. NO.	PROGRAMME	DATE	TIMINGS	LOCATION
1.	BBA-LL.B (Hons.)	To be announced later	To be announced later	To be announced later
2.	LL.M	To be announced later	To be announced later	To be announced later

19. COMMENCEMENT OF ACADEMIC SESSION

To be announced later

20. REFUND / CANCELLATION POLICY

- a) The University has a comprehensive and transparent policy regarding Fee Structure, refund, cancellation & withdrawal policy. The Refund & Cancellation policy is in line with UGC/MHRD/AICTE policy on the matter as per UGC Notification dated 02 November 2018.

SR.NO.	Percentage of Refund of Fees	Percentage of Refund of Fee Point of Time when notice of withdrawal of admission is received.
1	100%	15 Days or more before the formally-notified last date of admission
2	90%	Less than 15 days before the formally-notified last date of admission
3	80%	15 Days or less after the formally-notified last date of admission
4	50%	30 days or less, but more than 15 days, after the formally-notified last date of admission
5	00%	More than 30 days, after the formally-notified last date of admission

- b) The fee for refund implies the amount applicable for the first Semester and not the advance paid by the student for blocking of seat. Further the applicable fee shall be the amount indicated in brochure against the program. Scholarships, if applicable, is an independent incentive and shall not be considered as deductible for purpose of calculation of refund.
- c) Candidates who are offered Final admission based on declared scores in the application, will be required to produce proof of having passed the qualifying examination i.e. (10+2 or equivalent e.g. IB, ICSE diploma/certificate or any other foreign board) to the University authorities, during document verification at the time of registration, failing which, such admission will stand withdrawn. It shall be responsibility of the candidates to bring out variations in the scores/marks recorded in the admission offer letter and actual marks obtained in qualifying/eligibility examination, before accepting the offer. Any wrong information of marks /scores in the application, which provide undue advantage, if founded even after registration, shall lead to cancellation of admission to the candidate or scholarship, as the case may be.
- d) If for any reason whatsoever, including insufficient students the University is unable to run any programme, 100% of Tuition fees and all other charges collected at the time of Admission shall be refunded. In such cases, application fees will also be refunded.
- e) The refund shall be made in the name of the student by crossed account payee cheque only and shall be mailed by Registered post to the student within fifteen days from the date of receiving application. There is no need for the student and /or his/her parent to visit the University in this regard.
- f) In case a student does not have a bank account and wishes to have his/her refund cheque in the name of either parent, he/she shall submit a notarized affidavit along with the application for withdrawal (specimen of affidavit available at Form-5)
- g) Since children/ward of NRIs / International students are admitted on 'First-come-first-served' basis and not on the basis of merit of a common entrance test or marks, in case of withdrawal before or after the last date of withdrawal/admission, no fee/fund by whatsoever name called is refundable in their case.

21. MID COURSE WITHDRAWALS

Since no mid-course admissions can be made by the University to fill a vacancy caused by a mid-course withdrawal, No objection certificate (NOC) for a mid-course withdrawal to any student including child/ wards of NRI/International students shall only be given by the University to a student after he/she has deposited the balance years fees and any other dues outstanding to the University as per Declaration cum Undertaking submitted at the time of admission.

As per the Hon'ble Supreme Court and/or the competent authority, no admissions can be made by the University to fill a vacancy that may arise after the last date of admission for unfilled seats. Therefore, in case of withdrawal after the last date of admission for unfilled seats, it will be classified as a mid-course withdrawal, as the seat so vacated will continue to remain unfilled for the balance years of the degree as, no lateral entry admissions directly to the 2nd year are made by the University. In view thereof, in case of any mid-course withdrawal, no fee, by whatsoever name called is refundable under any circumstances and he/she has to deposit the balance year's fee.

22. LAPTOPS

Laptops are an important tool for learning for the students and are an integral part of modern-day higher education. The whole NCU campus is equipped with Wi-Fi and all the classrooms are equipped with teaching aids like LCD projectors. The well-stocked NCU library also has a large number of e-books and e-journals online for access by the students. Some of the class tests, assignments, project work, presentations. etc. are also required to be submitted online. It is therefore essential for all the students including newly joining first-year students to have a laptop of their own. All incoming students are therefore advised to arrange their laptops once admitted to NCU. (Recommended configuration: i5 processor or higher with 500GB HDD, 8GB RAM, with OS Windows 8 or higher & with Wi-Fi). Necessary training to students for effective use of laptops in learning is provided by NCU. It is the responsibility of the students to ensure that the software present in their laptop is licensed. NCU will not be held responsible for any type of licensing issue.

23. LIMITED LIABILITY

All admissions made by the Admission Committee are provisional and subject to confirmation by the Chancellor of the University. If the admission of any candidate is not confirmed by the Chancellor, for any reason whatsoever, the liability of the University will be limited only to the refund of full fees paid by the candidate and that there shall be no further consequent liability on the University and / or any of its employee.

24. JURISDICTION

Disputes, if any, arising out of this University Admission Policy shall be the subject matter exclusively of Courts of Law in Gurugram only.

25. HELPLINE

Queries if any, regarding the admissions process and / or any aspect thereof may please be addressed to:

	BBA LL.B (Hons.), LL.M
Helpline No.	8448495100
Email	admissions@ncuindia.edu
Website	www.ncuindia.edu

**Vice-Chancellor
The NorthCap University
Gurugram**



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