



Global Business Studies – Dubai Refund Policy

Students are, hereby, advised that all refunds will be processed within 30 business days of receiving an official e-mail from your end. Further, you are advised to furnish your full name, Student ID, or a copy of the Emirates ID to initiate the process for refund. Refunds will be directly credited to the individual’s bank account or by account payee cheque only.

No cash refund will be made.

Students should note that the application fee of AED200/- will not be refunded under any circumstances, as per our policy guidelines. A formal withdrawal request should be sent by the student to finance@gbs.ac.ae to initiate the process.

Refund after processing of Visa Application shall be as per the following guidelines:

1. Applicants who choose to withdraw their application before the travel but after the processing of the Visa Application are entitled for a refund as provided below:

Description	Deductible Amount
Registration Cost	AED 200/-
Visa Application & Processing Fee	AED 2,500/-
Administration Cost	AED 500/-
Total Amount	AED 3,200.00

2. Applicants who choose to withdraw their application after the arrival and orientation on the first week of the class are entitled for a refund as provided below:

Date of withdrawal	Percentage of total tuition fees refundable
During induction week	50% of total annual tuition fee
After Induction week and First week of Teaching	30% of total annual tuition fee
After 14 days	0%
Note: Visa application/processing fee will not be refunded	

In all cases, students must withdraw officially by submitting an official withdrawal slip and obtaining the signature from all concerned departments.