

REFUND POLICY

(Effective from 1st January 2025)

1. General Refund Process:

- All refund requests will be processed within 30 business days of receiving all required documents for refunds.
- Refunds will only be issued via direct bank transfer or account payee cheque. No cash refunds will be made.
- A formal withdrawal request with duly signed refund request form must be submitted to finance@gbs.ac.ae to initiate the refund process.

2. Refund Policy for Visa Category Students:

- **Before Visa Issuance:**

A deduction of **AED 500/-** (Administration expense fee) will apply for any withdrawals before the visa application is processed.

- **After Visa Issuance:**

No refunds will be provided under any circumstances after the visa has been issued. This policy applies to all tuition fees, admin fees, security deposits, and any other payments made to GBS Dubai.

- **Visa Rejection Cases:**

In the event of a visa rejection due to any reason, an amount of **AED 2200/-** will be deducted along with the **AED 500/-** (Administration expense fee).

3. Refund Policy for Non-Visa Category Students:

- **Before Induction Date:**

A deduction of **AED 500/-** (Administration expense fee) will apply for any withdrawals before the induction date.

- **On or After Induction Date:**

No refunds will be provided under any circumstances on or after the induction date. This policy applies to all tuition fees, admin fees, security deposits, and any other payments made to GBS Dubai.