

## Features and Highlights of SAP

Study Abroad Programme (SAP) is important for global exposure of students of various disciplines. The SAP programme has been re-engineered to give an experiential learning platform to the students of Amity on a global scale. The students will get hands-on experience of gaining knowledge of foreign culture, industry and economic dynamics. It will provide the students with an opportunity to interact with foreign faculty and carry out focused projects under their expert guidance.

SAP is offered in two modes:

- **Inclusive SAP:** Inclusive SAP will be offered in programmes where the academic fee includes fee for one SAP.
- **Non-Inclusive SAP:** Non-Inclusive SAP will be open to all programmes where students can opt for SAP and pay fees for the same as per approved Model Framework.

In this program, students gain a unique exposure through studying and exploring for five weeks at any of the six destinations namely UK, US, Singapore, Dubai, Australia and France. Students get 8-12 credits as per their academic mapping for successfully completing the SAP Programme.

Amity has a growing network of campuses and partnerships across the world and may add more destinations to give a wider choice to the SAP Global explorers.

## Dates and Duration

SEMESTER	COMMENCEMENT DATE	END DATE
SAP EVEN SEMESTER 2026	27 APRIL 2026	29 MAY 2026

## What are the SAP Destinations?

Students can choose any one of the following destination:

- UK
- SINGAPORE
- DUBAI
- US
- FRANCE

What is the fee for SAP?

**The following Fee structure is applicable for all domains across all Amity Universities & Institutions**

<b>Destination</b>	<b>Students whose fee structure does not include One-time SAP Tuition Fee (Non-Inclusive SAP)</b>	<b>Accommodation Cost for Students whose fee structure includes: Onetime SAP Tuition Fee (INCLUSIVE SAP)</b>
<b>LONDON (GBP)</b>	4200	2200
<b>SINGAPORE (SGD)</b>	4300	3000
<b>DUBAI (AED)</b>	8600	4200
<b>USA (USD)</b>	5500	5000
<b>FRANCE (Euro)</b>	4000	3500

*Amity will offer accommodation facilities at all the locations.*

## What is the mode of paying SAP fee?

### LONDON CAMPUS

1. Mode of Payment - Electronic Transfer Only
2. Payment to be made in favor of:
  - a. BENEFICIARY: AMITY GLOBAL EDUCATION LTD
  - b. ACCOUNT NO.: 21853864
  - c. BANK : HSBC BANK PLC 39, TOTTENHAM COURT ROAD, LONDON, WIT 2AR
  - d. SORT CODE: 40-07-07
  - e. IBAN: GB75MIDL400707 or GB75MIDL40070721853864
  - f. SWIFT CODE: MIDL GB 21 07Y

### SINGAPORE

1. Mode of Payment - Electronic Transfer Only
2. Payment to be made in favor of:
  - a. BENEFICIARY: AMITY GLOBAL INSTITUTE PTE LTD
  - b. Account Number: 003-923926-2
  - c. Bank Name: DBS BANK LTD
  - d. Bank Code: 7171
  - e. Branch Code: 003
  - f. Swift Address: DBSSSGSG

### DUBAI CAMPUS

1. Mode of Payment - Electronic Transfer Only
2. Payment to be made in favor of:
  - a. Account Name: Amity University
  - b. Account No. (AED): 101-43395514-01
  - c. IBAN No. (AED): AE040260001014339551401
  - d. Bank Name: Emirates NBD
  - e. Branch Address: Dubai Media City Branch
  - f. Swift Code: EBILAEAD

### USA & FRANCE

1. Mode of Payment – Demand Draft Only in INR
2. Payment to be made in favor of: Amity University Uttar Pradesh
  - o For Outstation Campuses, the DD will be made in the name of respective campuses and will be deposited into the accounts department of the respective campus

**All bank charges both in India & overseas have to be borne by the students. The students are advised to give institutions to bankers making remittance for charges mentioning “Remittance be OUR”**

## What are the inclusions and exclusions in the SAP fee structure?

### INCLUSIONS

1. Tuition fee at Partner Institution
2. Accommodation
3. Industry visits
4. Use of Learning Resources at Partner Institution

### EXCLUSIONS

1. Daily Meals
2. Visa Fee
3. Return Airfare
4. Insurance
5. Any Expenses of Personal nature
6. Tips & Shopping, Monument Entry Fees

## How to apply for SAP?

- Students apply for SAP to their respective HOI through their programme coordinator.
- Pay the fees of the selected SAP destination
- Student's APW will be approved by HoI on AMIZONE as per model framework.
- Student's selection to be recommended by the **Course Advisory Committee** and approved by **HOI**.
- Upload soft copy of required SAP documents in your AMIZONE.
- Submit hard copy of all SAP documents to your SAP Coordination / Programme Leader
- **IAD** will assist the HoIs / HODs, Students and faculty in Visa Application process, logistics arrangement and other itineraries

## What are the documents required for SAP Application

The students have to upload the following forms on their Amizone (SAP-Upload Documents) and also submit to their respective Programme Coordinator/Programme Leader: -

1. **SAP Application Form (Annexure A)** for Singapore, Dubai, France Canada & USA
2. **Indemnity Bond on a Rs.100/- stamp paper**, notarized and signed by their parents.(Annexure B). To be filled by students **opting for Amity Accommodation**
3. **Undertaking on a Rs.100/- stamp paper**, notarized and signed by themselves. **(Annexure D)**
4. **SAP London Application form**– for SAP London only (Annexure E)

5. **Travel & Medical Insurance**
6. **Bonafide Letter** (to be issued by respective institute)
7. **Passport copy**
8. **Fee Receipt**
9. **Sponsorship Letter**
10. **Aadhar Card**
11. **PAN Card (of student)**
12. **PAN Card (of the person who paid SAP Fees)**

## What is the fee refund policy?

### 1. **Withdrawal Request Deadline**

Any request for withdrawal must be submitted on or before 10 March 2026 through a written application to the respective Head of Institution (HoI). The application must be approved by the HoI before further processing.

### 2. **Refund for non-participants**

Any student unable to go on the SAP Program including visa refusal cases will be eligible for a refund of the fee paid, excluding accommodation charges if accommodation has already been booked. **No refunds will be permitted after 15 March 2026, under any circumstances, including visa refusal cases.**

### 3. **Processing Charges**

Refunds for withdrawal cases will be issued after deducting processing charges, as decided by the competent authority.

### 4. **Accommodation & Academic Fee Paid to Foreign Partners**

If accommodation and academic fees have already been paid to foreign partners at the time of cancellation, no refund will be issued.

### 5. **No Refund After Program Commencement**

No fee refund requests will be entertained under any circumstances after the commencement of the SAP Program.

## 6. Indiscipline Cases

In cases of indiscipline, the entire fee will be forfeited.

## 7. Program Cancellation by University

If the University withdraws the SAP course for any reason, the student's fee will be refunded in full.

### How to apply for SAP fee refund?

**Contact HoI of your Institution for fee refund. Submit an application mentioning the reason for not availing SAP. Provide fee receipt and all documentary proof.**

SAP Office or International Affairs Division will not entertain any fee refund queries.

### What is the Policy for Withdrawal due to Visa Refusal/Non-completion of SAP courses abroad/ family, medical or any other exigency?

Any request for withdrawal must be submitted before 10<sup>th</sup> March 2026 with a written application to their respective HOI. Such an application must be approved by their HoIs before further processing.

If student's Withdrawal Application from SAP is received: -

#### a) Before Blocking of Attendance for SAP:

- i) The student will be given a choice of an alternate foreign location, if his/ her visa has been rejected. However, this may not be compulsory. For France and Australia, no refunds will be permitted after 15 March 2026
- ii) The student will then need to pay the fee for the new chosen destination and the old fee paid will be refunded separately as per the rules defined above. Any accommodation fee paid by the student may only be refunded if Amity is able to get a refund for the same.
- iii) If a student is not interested in availing the option of an alternate foreign location, case will be examined and recommended for withdrawal from SAP by HoI with justifiable reasons for approval of competent authority.
- iv) **No refunds** will be permitted after 15 March 2026
- v) The APW of the student will be reset to regular non-SAP.
- vi) Students will not be permitted to write examination of home campus courses with SAP group.
- vii) Internal Assessment for home campus courses in lieu of SAP to be completed within the same semester.
- viii) Permission for appearing in examination of home campus courses in lieu of SAP courses will be specially considered during 'I' Category Examinations for students who stand

“DE”. To avail the permission, detailed attendance of the student for each course will be examined by the HoI and put for approval of the competent authority. The maximum permissible grade will be “B+”.

ix) Amity acknowledges the fact that visa refusal is not under the control of the student; hence we may allow the waiver of B+ cap for a student whose visa is refused. This may be applicable for any unforeseen / exceptional circumstance, the efficacy of which may be decided by appointing a suitable committee as per University norms.

**a) Not able to go for SAP after appearing in the examination of Home Campus courses with the SAP group or Return from SAP without completing the requirement due to unforeseen circumstances**

- i) No refund request will be entertained under any circumstances, including visa refusal or medical grounds, after the commencement of the SAP Program.
- ii) Student will apply to HoI for withdrawal from SAP.
- iii) The case will be examined and recommended for withdrawal by HoI with justifiable reasons for approval of competent authority.
- iv) The APW of the student will be reset to regular non-SAP.
- v) Examinations of the courses for which the student has appeared with the SAP group, will be considered valid.
- vi) Internal Assessment for home campus courses in lieu of SAP to be completed within the same semester.
- vii) Attendance of home campus courses in lieu of SAP courses to be examined.
- viii) Permission for appearing in examination of home campus courses in lieu of SAP courses will be specially considered during ‘I’ Category Examinations for students who stand “DE”. To avail the permission, detail attendance of the student for each course will be examined by the HoI and put for approval of the competent authority. Maximum permissible grade will be “B+”.

**What are the key highlights of the SAP Programme?**

- Program is specially designed for young explorers who want to innovate
- Interact with students from other nationalities and form new and rewarding relationships to develop an invaluable network for all times to come
- Students get global exposure and many get good career enhancement opportunities in the chosen SAP destination
- Practical hands-on program allows each participant to learn about the economic environment, business practices, various technologies, customs and traditions of various countries. Industry interaction,

cultural awareness, foreign language training, travel excursion and experience in new technological environment allow each student to gain deep insights

- Gain from experiential hand-on learning in cross cultural environments with inputs & guidance from International faculty & mentors.
- Lectures & Tutorials by leading international faculty.
- Students are groomed in such a way that they become global entrepreneurs through proper exposure of live projects, training, meeting with global CEOs, participating in Global Conferences etc.
- Students pursue research & experience based projects in an intercultural environment where they showcase their skills to communicate across cultures & hone skills in today's globalized world
- Students visit companies, industries and institutions of excellence and learn from the best practical applications across the economies of the world
- Interaction with leading faculty & industry leaders of different countries with exceptional experience & insights to share
- Visit diverse industries, Universities & organizations in different countries, attend interactive sessions & imbibe best practices.
- Dedicated Alumni Mentor & Faculty Mentor
- Challenging practical assignments every week
- Opportunity to research & work with Foreign Professors
- Opportunity to become selected as Student Ambassadors
- Opportunity to be mentored by senior professionals who are the part of Amity International Advisory Board.

### **Are these courses applicable for all Amity Campus across India?**

Yes, these courses are open for all Amity Campuses in India

### **How can I download Application form?**

SAP Guidelines and Application forms can be obtained download from your Amizone or from SAP Website [https:// amity.edu/sap/pdf/SAP-Even-Sem-2026-Guidelines.pdf](https://amity.edu/sap/pdf/SAP-Even-Sem-2026-Guidelines.pdf)

### **Accommodation**

- Accommodation at all SAP destinations will be provided by the **host campus/partner on a twin or triple sharing basis**. Students are **not permitted to arrange alternative or personal accommodation**.
- Accommodation once allotted and mentioned in the **invite letter will not be changed under any circumstances**. Any violation of this guideline may result in **revocation of the visa**.

The University does not encourage any student to stay in their own accommodation as it is a fully residential program conducted by the University.

## Flights

Students should book their flights **only after obtaining the visa.**

## How is Amity's approach different from other Universities?

Our approach is unique and is guided by several factors. We cannot think of a better way to introduce students to the global dynamic of business than to place them in these all-encompassing, real-world assignments. These assignments not only provide an exceptional experiential learning experience, but also involve you in the global nature of business. We are able to create a world class learning environment for the students. Our key advantage is our size, reach and a proven successful track record in delivering such programmes.

## When is the last date for application?

As per the details given on Amizone

## Guidance and Support

Senior faculty members accompany the students in their foreign travel. A lot of activities and conversation sessions are conducted by the alumni as they can share their experiences and give their advice which can make their travel easy

## General Guidelines for Students

1. Accommodation at all SAP destinations will be provided by the host campus/partner on a **twin or triple sharing basis**. Students are **not permitted to arrange alternative or personal accommodation**.
2. Students should book their flights **only after obtaining the visa**.
3. Any **pre-existing medical conditions**, including psychiatric or psychological conditions, must be disclosed along with proper medical advice **before proceeding for SAP**
4. Students must adhere to the **highest standards of conduct** as stipulated by the University.
5. Students are expected to be **actively engaged** in classroom sessions and contribute to **interactive learning**.

6. During industry visits, students should **represent themselves as brand ambassadors of Amity**, leaving a **positive and lasting impression**.
7. Any case of indiscipline will result in **immediate termination of the SAP for the student**, and the student will be sent back to the home campus.
8. Students must report back to their home campus by the **due date**. Any extension beyond SAP dates will be granted **only by University HQ** based on recommendations from the **HoI**.

### **How can I learn more about the programme?**

For further details, you may contact:

SAP Office, I-3 Block, Amity University Noida Campus

Email: [sap@amity.edu](mailto:sap@amity.edu)