

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

NORMS FOR FEES PAYMENT BY STUDENTS

(As approved by the BoG in its 25th meeting held on 03 December 2018)

The Board of Governors in its 25th meeting held on 03 December 2018 approved following norms for payment of fees.

1. **Deadline:** The deadline for payment of all applicable fees for a particular semester will be 15 days before the registration date of that semester. All students already enrolled at the Institute must pay the fees by this deadline. New students must pay their fees by the date mentioned in the offer letter.
2. **Late Payment Penalty:** Failure to pay the fees by the specified deadline will result in a penalty of 1% of the fees (but a minimum of Rs.500/-) that is overdue. Further, if a student fails to pay the fees due within 30 days of the registration date for that semester, his/her registration for that semester may be cancelled.
3. **Extension of Deadline:** Extension of the fee payment deadline may be permitted on a case-to-case basis. In case a student requires additional time for fee payment, he/she may submit a detailed explanation to the Academic Office by the fee payment deadline. The Dean, Academic Affairs, upon careful review, may permit such an extension.
4. **Financial Assistance:** A student requiring financial assistance of any kind for fee payment from the Institute must approach the Student Affairs office and do the necessary paperwork well ahead of the specified deadline. In case of loans taken from outside the Institute, students must again ensure that the paperwork is done well in time, and the fees are deposited by the specified deadline.
5. **Semester Leave:** In case a student applies for semester leave before the date of registration of a semester, he/she will not be required to pay fees for that semester. In case a student has already paid the fees, they will be fully refunded. However, if a student applies for semester leave on or after the date of registration, the Institute fees will neither be refunded nor adjusted towards a subsequent semester. However, the hostel and mess fees may be refunded on a pro-rated basis upon the student's request to the Student Affairs office.
6. **Withdrawal from Program:** In case a student withdraws from his/her program on or after the day of registration, the Institute fees will not be refunded. However, the hostel and mess fees may be refunded on a pro-rated basis upon the student's request to the Student Affairs office.