

## **FEE POLICY**

### **Salient Features of Fee Policy**

- 1. Tuition Fee Payment.**
  - a. The fee must be paid in full including any outstanding dues, on receipt of fee invoice on QALAM and informed through email / SMS message.
  - b. International students are charged in advance on annual basis.
  - c. The invoices shall be issued 15 days prior to the closure of running semester (running semester is summer semester for fall semester and fall semester for spring semester).
  - d. For summer semester, fee will be issued in third week of the semester after registering of courses.
  - e. Total time available is 15 days plus semester break and first two weeks of the start of the semester from the date of issue.
  - f. All students must pay their fees / dues by the due date.
  - g. If any student is unable to pay the fee / dues by the due date, due to financial challenges, he / she must seek other options of paying in instalments / fee deferment up to 50% etc, through the institute
  - h. Students will only be allowed to register for the semester after deposit of university dues.
- 2. Rectification of Anomalies.** Issue if any of the students will be reported to the account officer immediately for rectification / removal of errors from Fin Dte. After correction revised fee invoice will be issued by Fin Dte on QALAM.
- 3. Payment in Instalments.** A student in case of any financial difficulties can immediately approach school / college accounts branch for submitting application to Fin Dte / fee section main office for paying fee in instalments. Payment schedule that is satisfactory to the University when agreed shall be honoured by the student.
- 4. Failure to Pay by due date**
  - a. 2% on the total payable amount if dues are deposited after 15 days of issuance of fee invoices till extended time expires by end 2<sup>nd</sup> week of the semester including semester break.

- b. Sanction will be placed on all those students who failed to deposit the fee by end of extended time by not allowing to register for the semester or withholding of academic activities in case of PG students by the institute.
- c. Sanctions placed on the students, who failed to deposit the dues are as under: -
  - (1) Suspension of the semester, students will pay 25% of the fee for suspended semester to keep the registration intact.
  - (2) In case of deposit of dues within first two weeks, attendance will be marked as under: -
    - i. "Present", will be marked from the day of deposit of dues.
    - ii. Days before the deposit day from the start of the semester will be marked as "Absent".
  - (3) No student would be allowed to register for the semester after expiry of extended time, i.e by end 2nd week of the semester with semester status as suspended.
  - (4) In case a PG Student (MS or PhD) is in research phase and not yet deposited the outstanding dues then his / her remaining academic activities (e.g., qualifier, thesis defence etc) will be withheld until clearance of outstanding dues.
  - (5) It will be mandatory for PG (MS/PhD) students to clear the outstanding university dues before holding of final thesis defence.
  - (6) Final result notification of PG (MS/PhD) will be withheld till clearance of outstanding dues.
  - (7) In case of summer semester, following will be ensured: -
    - i. If student quits within first two weeks, fee will be charged with no W grade and will be considered outstanding against the student in case of non-deposit.
    - ii. In case student don't deposit the fee by due date after 2nd week, he/she will be de-registered with W grades along with outstanding fee.