

SRM UNIVERSITY - AP, ANDHRA PRADESH

SRMAP / Reg. Off / Policies / 01 / 2022-23

21st July 2022

FEE CONCESSION POLICY FOR EMPLOYEES' WARDS

1. Policy Summary

SRM University - AP, Andhra Pradesh provides Fee Concession Schemes for staff members. The University maintains a policy of encouraging the children of Employees for higher education. The concession will vary depending on the service / tenure of the employment at SRM AP. Entitlements to a concession are subject to the conditions set out in this document.

2. Purpose of the policy

SRM University - AP, Andhra Pradesh believes in recruiting and retaining the best possible individuals for each position at the University. The purpose of this policy is to encourage the recruitment and retention of such individuals by enabling their children to be educated at the University.

3. Objective:

To promote higher, technical and profession education and provide employees with a feeling of bonding with the University, SRM AP encourages employees to avail benefits of acquiring higher education for their children with SRM AP by providing a fee concession to their employees based on meeting the eligibility criteria at the time of admission.

4. Admission to the University: The admission of any child to the University is subject to the University's admissions procedure, policy, Guidelines prescribed for the year.

5. Eligibility Criteria:

- All permanent employees (Teaching and Non-Teaching) working in SRM University - AP, Andhra Pradesh.
- The employee will be eligible to get the fee concession for maximum of 2 children (Only in Tuition Fee) in their service period.
- Students applying for concession must have secured minimum aggregate of [65% in PCM / PCB] in the last Examination of the Board / University and aggregate for other Programmes.
- Minimum (3) Years of experience in SRM AP at that time applying. (This service condition is relaxable at the discretion of the President).
- Concession will be revoked if the employees resign and the whole amount be paid back.
- The employee seeking this benefit will sign an undertaking in favour of the University.



6. Conditions of the Fees Concession:

- a. **Termination of employment:** Eligibility for the fee concession will automatically cease if employment with the University comes to an end for any reason. Full fees will be payable in the unfortunate event of termination of employment for the remaining period of the course / Programme and subject to provision 7.1 & 7.2.
- b. **Continuing University Tuition Fee:** If the employment is terminated for any reason and the child continues to be educated at the University, the ex-employee will be required to pay for her / his child's education at the University at the full rate of tuition fee as published from time to time, for the remaining duration of your child's education at the school.
- c. **Limit:** The Fee Concession is limited to two children only per Employee.
- d. **Both the parents are employed with the University:** In circumstances where both parents are employed by the University and eligible for the Fee concession, it will only be applicable as per the limitation of the maximum number of children eligible.
- e. **In case of death:** During employment in case of death of the employee full fee shall be waived off if the defined eligibility criteria have met with the approval of the competent authority.
- f. **Employees Retirement:** If the employee is retiring from his services after servicing more than 20 years full fee shall be waived off if the defined eligibility criteria has met with the approval of the competent authority.
- g. Double concession is not allowed.
- h. Concession will be divided equally in all the semesters.
- i. **No Concession:** Admission Fee, Application Fee, Placement & Training Fee, Hostel Fee, Mess Fee, and Transport Fees. Fee varies as per the norms
- j. **Fee Renewal:** If the employee is in the service, he/she must apply every year within the stipulated time or date with the below conditions. To avail the fee concession.
 - Student Should not have arrears/backlogs at the time of application
 - No break of study or detention or disciplinary action / malpractice
 - Student should maintain a minimum of CGPA > 8.



k. Employees who wish to apply for fee concession should do so in the form "Application form for availing Fees Concession obtainable" Appendix - 1 from the HR department.

l. All Scholarship applications shall process subject to the competent authority approval.

7. Recovery of Concession Fee:

Should an employee's ward

- (i) Withdraw from a programme of study during their employment without the University's consent; or
- (ii) Fail to gain the award or qualification sought; or
- (iii) Leave the University either through own volition or having been dismissed [for reasons of misconduct], they may be required to repay the percentage of the fee concession availed.

7.1 When the employee's employment terminates, repayment of the fee concession is based on the end date of the course (the Date of Award) and/or the employee's termination date, as follows:

- Termination date within 1 year of Date of Award - 100% of fee concession repayable.
- Termination date within 2 years of the Date of Award - 50% of fee concession repayable.

7.2 Any proposal to withdraw from a programme of study attracting a fee concession should be discussed and agreed by the Head of Department prior to withdrawal or deferment and notified to the HR department. If an employee's ward withdraws from a programme without the University's consent and the employee continues to be employed by the University, they may be required to repay up to 100% of the fee concession.

8. Fee Concession Scheme for Beneficiaries: Subject to approval

Prerequisites: Years of Continuous Service in SRM University - AP, Andhra Pradesh						
% Of Scholarship			25%	50%	75%	100%
SRM AP	First Studying Child	Teaching Staff	> 3 Years	> 5 Years	> 10 Years	> 15 Years
		Non-Teaching Staff	> 3 Years	> 5 Years	> 10 Years	> 15 Years
	Second Studying Child	Teaching Staff	> 3 Years	> 5 Years	NA	NA
		Non-Teaching Staff	> 3 Years	> 5 Years	NA	NA

*Relaxable at the discretion of the president

nn



9. Application form for availing Fees Concession: Appendix 1

SRM University - AP, Andhra Pradesh Application form for availing Fees Concession

 Seeking fee concession for: Son ☐

 Daughter ☐

 Date of Application

Eligibility:

- Wards of the staff (Teaching and Non-Teaching) working in SRM AP
- Concession will be given only for merit candidates [65% in PCM/ PCB] for Engineering and aggregate for other programs
- Minimum (2) Years of experience in SRM AP
- Concession will be revoked if the employees resign and the whole amount need to be paid back subject to the provisions of 7.1 & 7.2.

Ref. No. SRMAP

1	SRMJEEE Exam Application Number				Rank obtained (If available at the time of application)				
2	Name of the Applicant				Employee ID				
3	Designation				Mobile Number				
4	Marks obtained in Eligibility Qualification of son / daughter	Programs	Mathematics	Physics	Chemistry	Biology	Total	%	
		B. Tech/ B.Arch.							
		B. A / B. Com / B.Sc. / BCA							
		Diploma							
	Postgraduate								
5 (a)	Name of the Institution Presently working								
(b)	Whether the applicant has worked in any other Institutions in SRM Group and if so, the period								



6	Date of Joining in this group and total year of experience				
7	Salary Details of employee				
8	Name of son / daughter for whom admission is sought				
9	In which Institution he/ she is seeking admission				
10	In which course he / she is seeking admission				
11.	Previous concession if any. Please mention details	Son/Daughter	Branch	%Of concession	Year
12	Recommendation of the Head of Institution / Organization				
13.	Annual Fees fixed for the expected course of study				
14.	Concession Eligible as per norms				

Approved

Registrar

Vice-Chancellor

