

SRI SIDDHARTHA ACADEMY OF HIGHER EDUCATION

(“Deemed to be University u/s 3 of the UGC Act, 1956”)

Accredited 'A' Grade by NAAC

Agalakote, B.H.Road, Tumkur – 572 107.KARNATAKA, INDIA.



No.SSAHE/ACA/30/2019

Date: 19/03/2019

NOTIFICATION

Sub: Students Fees Policy

Preamble: The fee for the General Merit and NRI Quota students in the Academy shall be regulated by the Fee Fixation Committee constituted by the Chancellor of the Academy. The fees for the other shall be as specified by the Finance Committee and Academic Council with approval of Board of Management.

The Fee Policy applies to all the students (including applicants, where applicable) of Sri Siddhartha Academy of Higher Education.

A. Introduction

This document sets out the policy and procedures of Sri Siddhartha Academy of Higher Education, concerning student fees, charges and refunds. Finance Committee and Academic Council provide advice and input to the policy. All student fees are required to be paid by a specified due date. Failure to pay outstanding fees will result in the cancellation of a student's enrolment. Final year students will not be awarded a graduation and no complete results or complete academic records will be issued, unless full payment of all outstanding dues is cleared.

B. General Principles.

1). Authority for Course Tuition Fees

The Finance Committee & Academic council has prime responsibility for the setting and approval of tuition fees for courses offered by the Academy on the basis of recommendation of the Fee Fixation Committee constituted by the Chancellor of the Academy, approves the range of fees for courses offered by each students.

2). Authority for other Fees:

The Vice Chancellor, Administration authorities approves the other fees on the recommendations of the Finance Committee and Academic council.

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3). Due Date for Payment:

All student fees are required to be paid by a specified due date. Failure to pay outstanding fees will result in the cancellation of a student's enrolment. Final year students will not be recorded as a graduate and no complete results or complete academic record will be issued, unless full payment of all outstanding dues is cleared.

4). Fee reminder:

Where a student has an outstanding due, then a fee reminder will be issued within two weeks of the due date.

4). Encumbrance:

Where a student continues to have an outstanding dues (i.e., tuition fees, fines etc), their enrolment will be encumbered if they have not paid this dues by the due date fixed by the Academy. The encumbrance will cause the following disabilities:

- inaccessibility to library borrowing and other library services
- inaccessibility to Academy computer systems, including internet
- inaccessibility to enrolment records, examination results and academic transcripts
- inability to graduate until the outstanding dues is cleared.

Encumbered students will be informed that if they make no further payment or do not contact the Academy concerning their debt, their enrolment may be cancelled (i.e. invalidated).

C. Functions:

Sri Siddhartha Academy of Higher Education (SSAHE) operates as a not-for-profit institute. The fee structure will be fixed annually based on the cost per student.

- 1) Sri Siddhartha Academy of Higher Education is committed to a fair and transparent policy in respect of fee structure.
- 2) The policy has been developed to enable students to make properly informed decisions and aims to assist students in the payment of fees.
- 3) This policy explains ways in which students can settle the fees and the refund policy.
- 4) It outlines the consequences of non-payment of fees.
- 5) This policy statement is designed to ensure compliance with all applicable regulatory requirements of statutory bodies.
- 6) The policy is reviewed annually, and students will be informed to the terms of this policy as part of the registration process at the start of each year of study. Details of any changes made to this policy will be made available through the website of SSAHE (www.sahetumkur.ac.in)

D. Ethics of Fee Structure.

Sri Siddhartha Academy of Higher Education will ensure that the Policy on Fee structure is operated fairly and consistently across the constituent colleges and departments of SSAHE. In addition to tuition fees, students may be required to pay other charges. These are costs levied by or on behalf of SSAHE, and may include charges for labs, library, exam and breakages among others. Additional charges and the terms and conditions which apply to those charges will be notified periodically and communicated to students in advance.

The Students ultimate liability for the payment of their fees, whether informed or not, including where sponsorship agreements have been approved and the Students will pay the entire fees at the time of their initial enrolment of the programme/course.

Under exceptional circumstances the Academy retains the right to permit for payment of fees in installments.

Students, who fail to pay fees due, will not be permitted /eligible for admission to any of the examinations. No student shall under any circumstances be allowed to appear for examinations without furnishing the "No Dues" certificate to the Dean(s) / Principal (s) of the Constituent College /Head's of the Department of SSAHE duly signed by the respective authorities.

No degree or qualification of the SSAHE, shall be issued to a student who has not discharged all his/her financial obligations to SSAHE. The Academy reserves the right to alter fees or other charges without notice.

E. Roles and Responsibilities of the Student.

Any representation by the students regarding payment of fees should be submitted at the time of joining the course and such application should include reason justifying the same such as application for education loans with a clear mention of the date on which fee shall be paid. Pay promptly any charges determined by SSAHE including tuition fee charges.

F. In General policies.

Sri Siddhartha Academy of Higher Education will provide accurate and timely information to students about the fees associated with programmes of study at the SSAHE, and ensure that students are informed of any changes since they applied for the programme and before the decision is made to join the programme and provide financial advice and guidance to students regarding fees. Comply with relevant guidelines / orders as per the requirements of statutory/regulatory bodies in respect to fee policy. Charge fees in advance only for the year in which a student wants to engage in academic activities, except the international students where the conditions are determined by the sponsoring/funding agency with which SSAHE has agreement.

On-Campus and Off-Campus constituent colleges and departments of Sri Siddhartha Academy of Higher Education will be responsible for students' fees collection and each constituent college/department of SSAHE should maintain statement towards the student's fee collection and are required to submit the fee collection details to Academy periodically.

To notify the fee payment notification with due date on the notice board or electronically periodically (Annually / semester wise) duly marking a copy to the finance section of the Academy. Follow-up the collection status of fee from each individual student (Annually / semester wise) and submit report to Finance Officer within 90 days of starting of academic year compliance to the fee collection. Intimate the students about their fee dues in the respective annually / semester. If the fee has not been paid by the students, the department should submit the list of defaulters to the Academy with clear recommendations for further action. Also, the department should not issue "No Objection Certificate" to the students who have not paid their dues. The Dean (s) / Principal's of the Constituent Colleges / HOI's of the Department of the Academy will be responsible towards the collection of fees and adherence to the fee policy.

G. Cancellation of admission & refund of fees

As per the norms of the regulatory authorities/bodies, the policy for refund of fees is detailed below;

a) Cancellation: A candidate who has confirmed his / her admission may cancel it by submitting an application to the Competent Authority, along with the following....

- I. Application for cancellation duly signed by the candidate & co - signed by Parent / Guardian.
- II. Original Admission Letter
- III. Original Fees Receipts

b) Cancellation and Refund Policy for UG /PG course: A candidate who has confirmed his / her admission may cancel it by submitting an application to the Competent Authority, SSMC or SSDC or SSIT.

After cancellation of Admission, following rules for refund of fees will be binding on candidate...

- 1) Candidate should inform the institution about his/her intention to join or not to join the institution.
- 2) It is mandatory to join the institution in stipulated time as mentioned in the counseling schedule of the MCC/DGHS/CET/PGCET or else his /her admission stands cancelled and vacant seat will be made available to subsequent rounds.
- 3) If candidate cancels the admission before commencement of academic session. The Entire amount of Annual Tuition Fees will be refunded after deduction of processing fee of Rs. 10,000/-.
- 4) If candidate does not inform the institution about his/her intention or does not join within 7 days after start of academic session, his /her admission stands cancelled. However in such case if institution not able to fill up the seat even by end of 30 days after opening academic session, then Annual Fees collected will be refunded after deduction of 50% of the fees collected and processing fee of Rs.10,000/- .
- 5) If candidate cancels the admission after commencement of academic session. A candidate has to pay the entire course fee.
- 6) No cancellation is permitted after second round of admission by MCC/DGHS/CET/PGCET.
- 7) The refund clause mentioned above will also be applicable to the candidates admitted in subsequent round(s).
- 8) The eligible refund will be made within 30 days from date of application for cancellation along with original receipt of fees paid. No correspondence in this regard will be entertained during this period.

After IIInd Round of Admission by MCC/DGHS/CET/PGCET, in event of failure to continue the chosen undergraduate & post graduate program, for what ever reasons, the students will be liable to pay the complete course fee to secure NOC and return of original documents from the institute concerned. Application needs to be submitted to the Principal/ Dean of the institute to this effect.

c) Cancellation during the conduct of the course

In event of failure to qualify or continue the chosen UG or PG programmes, for whatever reasons, the students will be liable to pay the complete course fee to secure NOC and return of original documents from the institute concerned. Application needs to be submitted to the Principal/ Dean of the college to this effect.

Rules for relating to Prescription of fee on General Items / Services in the Academy.

Fee for General Items / Services in the Academy shall be a prescribed in the form of separate Notification with consultation with the Finance Committee and Academic Council and approval from the Board of Management.

This notification shall come into force with immediate effect.

By Order

**Sd/-
REGISTRAR**