

Policy for Retention of Tuition Fee Waivers for Undergraduate, Master's and PhD Students

Policy # ST202 Policy for Retention of Tuition Fee Waivers
for Undergraduate, Master's and PhD Students V1.3

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Release Control

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11.09.2014	V0.2	Pre Release, the purpose of pre-release is to inform all stake holders about the issuance of this policy and also to give advance intimation to the assured departments to get prepared.	Amit Ray	Rajiv Swarup
15.09.2014	V0.3		Amit Ray	Rajiv Swarup
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30.03.2017	V1.1	Change in UG Scholarship Retention CGPA, Clarification on Scholarship loss due to disciplinary action	Rajesh Maji	Rajiv Swarup
18.10.2017	V1.2Draft	Pre-release to VC, Directors, Deans, and Head of Admissions- Inclusion of Master's and PhD Fee Waiver criteria	Rajesh Maji	Rajiv Swarup
21.12.2017	V1.2	Change in UG Scholarship Retention CGPA and SGPA for 2015 and 2016 Batches, PG (Master's and PhD) Scholarship Retention	Rajesh Maji	Rajiv Swarup
27.07.2018	V1.3	Merit based Scholarship for UG 2018 admission batch, published with admission notification is incorporated	Rajesh Maji	Rajiv Swarup

POLICY OWNER:

Department:	Represented By:	Date
Finance	Alok Sharma	27.07.2018

ORIGINAL POLICY RATIFIED BY:

Office of:	Represented By:	Date
Head - Admissions	Kapil Gaba	19.09.2014
Registrar SNU	Amit Ray	19.09.2014
Dean – UG Studies and Student Welfare	Amit Ray	19.09.2014
Director School of Engineering	Madan Gopal	19.09.2014
Director School of Humanities & Social Sciences	Shubhashis Gangopadhyay	19.09.2014
Director School of Management and Entrepreneurship	Shekhar Chaudhuri	19.09.2014
Director School of Natural Sciences	Rupamanjari Ghosh	19.09.2014
President SNU	Rajiv Swarup	19.09.2014
Vice Chancellor SNU	Nikhil Sinha	19.09.2014

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Policy Details

1. BACKGROUND

Shiv Nadar University (SNU) offers attractive scholarships in the form of tuition fee waivers to meritorious students. The waivers are starting from 100% fee waivers, to partial waivers. These tuition fee waivers are applicable for the 8 semesters of the undergraduate and PhD programs and 4 semesters of the Master's program.

2. SCOPE

The term Scholarship is used to depict fee waivers. Retention of Tuition Fee Waiver Policy deals with the tuition fee waivers only. The tuition fee waiver relates to the 8 semesters of study for a four year undergraduate degree program, 4 semesters of study for a two year Master's degree program and 8 semesters of study for a PhD program.

This policy doesn't define the entitlements attached to various scholarship types and their respective eligibility criteria, these criteria are defined separately through admission notifications for each academic year. The student must make all other payments that are due, including Admission Fee, Hostel Fee, and Security Deposit etc. These payments are not covered under Retention of Tuition Fee Waiver Policy. The charges for summer semester cannot be waived as they fall outside the scope of this policy. The conditions for retaining the tuition fee waiver are made explicit and published on the website before the start of respective admission process every year. This document is intended to define and document the Policy for Retention of Tuition Fee Waiver for all students.

The policy is administered by Dean Student Welfare, any question or clarifications should be routed to Dean Student Welfare. The Finance Officer is the Policy Owner. In case of any lack of clarity or interpretation, the same should be brought to the notice of the President, Shiv Nadar University. The policy is effective immediately on release and overrides all the old policies and practices on retention of tuition fee matters.

The following sections explain the stream wise criteria for retention, change or loss of scholarships.

3. UNDERGRADUATE STUDENTS

The scholarship band of a student will change depending on the following criteria

3.1. CGPA CRITERIA

3.1.1 Admission Year 2018: To encourage students to continuously perform better for all four years of their study in SNU, a merit based scholarship system is being introduced from the UG batch of 2018. The scholarship offered at the time of admissions holds good for their first year. The Scholarship award from 2nd year onwards will be based on student's academic performance in the preceding academic year. So, the Scholarship Band for the 2nd year is determined by the Academic Performance of first year, i.e. CGPA at the end of 2nd semester (after consideration of summer semester, if any). Likewise, the Scholarship Bands for 3rd and 4th Years are determined by the CGPA attained at the end of 4th and 6th semesters (after consideration of summer semester, if any). There is no Scholarship offered beyond 8th semester. The minimum CGPA to get any scholarship band is 6.50. Below 6.50 CGPA, a student will lose tuition fee waiver for the next full academic year. There is no retrospective restoration or upgradation of scholarship.

Scholarship Bands in Different Schools and Respective Tuition Fee Waiver Percentage for 2 nd , 3 rd and 4 th Year of the Program						
CGPA Criteria	SoE		SNS/SHSS		SME	
	Scholarship Band	Waiver %	Scholarship Band	Waiver %	Scholarship Band	Waiver %
>= 8.50	A	90%	D	100%	G	90%
>= 7.50 but < 8.50	B	70%	E	80%	H	50%
>= 6.50 but < 7.50	C	50%	F	50%	K	25%
<6.50	No Waiver		No Waiver		No Waiver	

Example:

Upgrade: Suppose a student has taken admission in Monsoon 2018 in SoE with Scholarship C. In the first year, she will get tuition fee waiver of 50%. After Spring 2019, her CGPA becomes 8.55. Now, her scholarship for the next academic year (Semesters 3 and 4) will be 'A' i.e. tuition fee waiver of 90%.

Downgrade: Suppose a student has taken admission in Monsoon 2018 in SME with Scholarship H. In the first year, she will get tuition fee waiver of 50%. After Spring 2019, her CGPA becomes 7.00. Now, her scholarship for the next 1 year starting from Monsoon 2019 will be 'K' (tuition fee waiver of 25%).

No Scholarship: Suppose a student has taken admission in Monsoon 2018 in SNS with Scholarship E. In the first year, she will get tuition fee waiver of 80%. After Spring 2019, her CGPA becomes 6.40. She will lose her scholarship for the next 1 year starting from Monsoon 2019 and has to pay the full tuition fee.

3.1.2 Admission Year 2017: For the students of Admission Year 2017, tuition fee waiver is applicable for one semester only. The table below describes conditions under which the tuition fee waiver will be lost or retained for all the 8 semesters of the UG program. The even semesters are numbers 2+, 4+ etc. to signify that the CGPA after the summer semester is the one considered for the decision. The minimum CGPA to retain or restore scholarship is 6.50. CGPA below 6.50 will lead to no waiver for the next one semester and the student has to pay fee differential as per SNU Fee Policy. There is no retrospective restoration of scholarship.

Semester	CGPA <6.50	CGPA ≥6.50
Semester 1	Retain Tuition Fee Waiver	Retain Tuition Fee Waiver
Semester 2+*	Pay fee differential for semester 3	Retain Tuition Fee Waiver
Semester 3	Pay fee differential for semester 4	Retain /Restore Tuition Fee Waiver
Semester 4+*	Pay fee differential for semester 5	Retain /Restore Tuition Fee Waiver

Semester 5	Pay fee differential for semester 6	Retain /Restore Tuition Fee Waiver
Semester 6+*	Pay fee differential for semester 7	Retain /Restore Tuition Fee Waiver
Semester 7	Pay fee differential for semester 8	Retain /Restore Tuition Fee Waiver
Semester 8	NA	NA

3.1.3 Admission Years 2016 and 2015: For the students of Admission Years 2016 and 2015, tuition fee waiver is applicable for one semester only. To retain or restore waiver for the next semester, a student has to achieve either CGPA ≥ 6.5 or SGPA ≥ 6.5 (after consideration of summer semester, if any). Both CGPA and SGPA < 6.50 will lead to no waiver in the next semester and the student has to pay fee differential as per SNU Fee Policy. There is no retrospective restoration of scholarship.

3.1.4 Admission Year 2014 or earlier: They are not eligible for any scholarship or waivers from their 9th semester onwards.

3.2. DISCIPLINARY ACTION

Any scholarship will automatically stand withdrawn for rest of the program on account of any disciplinary action taken by the University Authorities. For the details, please refer to the relevant section below.

3.3. EXTENDING THE DREGREE PROGRAM

For a four year undergraduate degree program, the tuition fee waiver is offered for 8 consecutive semesters respectively. Any student continuing her degree program beyond this period, for any reason whatsoever; will lose her tuition fee waiver for all the extended period(s). Any deviations from this will be approved by the President.

4. MASTER'S STUDENTS

4.1. CGPA CRITERIA

If any tuition fee waiver given to any Master's student, she has to achieve minimum CGPA of 7.00 at the end of second semester to retain the waiver for the rest of the program (i.e. 3rd and 4th semesters). Below 7.00 CGPA at the end of 2nd semester will lead to no waiver for the rest of the program. Tuition fee waiver once lost, will not be restored.

4.2. DISCIPLINARY ACTION

Any scholarship will automatically stand withdrawn for rest of the program on account of any disciplinary action taken by the University Authorities. For the details, please refer to the relevant section below.

4.3. EXTENDING THE DEGREE PROGRAM

For a two year Master degree program, the tuition fee waiver is offered for 2 consecutive years only. Any student continuing her degree program beyond this period, for any reason whatsoever; will lose her tuition fee waiver for all the extended period(s). Any deviations from this will be approved by the President.

5. PhD STUDENTS

5.1. CGPA CRITERIA

From Admission Year 2017, A PhD student may retain, lose or restore her tuition fee waiver on yearly basis. From second year onwards, the retention, loss or restoration of tuition fee waiver will be based on the following conditions

- **At the end of 2nd Semester, CGPA \geq 7.00:** The student will retain tuition fee waiver for 2nd year (i.e. 3rd and 4th semesters)

- **At the end of 2nd Semester, CGPA <7.00:** The student will lose tuition fee waiver for 2nd year (i.e. 3rd and 4th semesters). Student has to pay fee differential as per SNU Fee Policy
- **Retention, loss or restoration of scholarship from 3rd year onwards:** It will be based on student maintaining satisfactory academic performance every year, as defined by Dean, Graduate Studies

There is no CGPA criteria to retain tuition fee waiver for students from Admission Year prior to 2017

5.2. DISCIPLINARY ACTION

Any scholarship will automatically stand withdrawn for rest of the program on account of any disciplinary action taken by the University Authorities. For the details, please refer to the relevant section below.

5.3. EXTENDING THE DREGREE PROGRAM

For a four year PhD program, the tuition fee waiver is offered for 4 consecutive years only. Any student continuing her degree program beyond this period, for any reason whatsoever; will lose her tuition fee waiver for all the extended period(s). Any deviations from this will be approved by the President.

6. DISCIPLINARY ACTION

This section is applicable to every student on campus from 1st April 2017 irrespective of admission year and degree program.

If a student is facing disciplinary action on account of any misconduct e.g. Cheating, Causing damage to University Property, Indulging in acts that disturb peace and harmony in the campus, Indulging in acts that may be construed as sexual harassment, etc. will be subject of enquiry by the Dean Student Welfare or relevant authority appointed by the VC.

Scholarships will automatically stand withdrawn for rest of the program on account of any disciplinary action taken by the University Authorities including but not limited to single instance for suspension cases, or more than one disciplinary action of any kind. Such loss of scholarship will not be reinstated on any ground throughout the duration of the remaining program. The authority investigating the act of indiscipline does not have any jurisdiction on matters of scholarships or tuition fee waivers. The decision on tuition fee waiver rests with the President.

7. DEFERRED PAYMENT PLAN

The students who lose their scholarship are required to pay the fee differential before the beginning of next semester, failing which they will not be able to register for any courses. The students who have lost their scholarship and are unable to pay their scholarship lost amount by due date, are given an option to choose the following deferred fee payment plan. The deferred payment plan allows the student to pay their total tuition fee amount in four instalments spread over three months.

The due dates for the four instalments are given in the table below.

The due amount for each instalment can be computed by applying the following formula:

$$\text{Instalment Amount} = \text{Total Tuition Fee Due Amount} \times \text{Instalment Multiplier}$$

Instalment Number	Due Date (On or before)		Instalment Multiplier
	Monsoon Semester	Spring Semester	
Instalment 1	10 th August	10 th January	0.200
Instalment 2	10 th September	10 th February	0.205
Instalment 3	10 th October	10 th March	0.310
Instalment 4	31 st October	31 st March	0.310

Students will be permitted to register for courses after they have paid the first instalment, and depositing post-dated cheques for the rest of the instalments.

7.1. APPROVAL PROCESS FOR DEFERRED PAYMENT PLAN

The deferred payment plan is meant only for students who need financial assistance and is not the normal way of fee payment. The students who

opt for deferred payment plan will have to apply to the Dean Student Welfare giving proof of family income along with an undertaking signed by the parent or guardian giving acceptance of deferred payment plan. The application should be submitted along with the demand draft for the first instalment of fee. All requests for deferred payment will be approved by the President based on recommendation by the Dean Student Welfare. The deferred payment plan is valid only for a semester and must be applied for again in every semester that the plan is requested.

8. LATE FEES

A late payment fee of ₹100/- per calendar day will be charged for every day of delay in payment of fees beyond the due date.

For deferred payment plan, levying of late fee will be applicable from the due date of each instalment. The late fee is separate for each instalment, i.e. if at any stage if there are two instalments that are delayed, the late fee will be ₹100/- per day for the 1st delayed instalment, and will become ₹100/- + ₹100/- or ₹200/- per day when the next instalment also comes into default.

A delay of beyond 30 calendar days in payment of fees can lead to suspension of the students for the rest of the semester or any other punitive action deemed fit by the Dean Student Welfare.

9. FAILURE TO PAY FEES

Failure to pay fee can lead to cancelation of registration of the student, debarring her from appearing in the final examinations, withholding results or any other punitive action that University Authorities may deem appropriate including expulsion from the University.

Related Policies:

- FN511 SNU Fee Policy
- ST205 Hostel Room Charges and Entitlement Policy

SNU reserves the right to alter, append or withdraw this policy either in part or in full based on its discretion.