

# Policy for Retention of Tuition Fee Waivers for Undergraduate Students

Policy # ST202 Policy for Retention of Tuition Fee Waivers  
for Undergraduate Students V1.1

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## Release Control

Release Date	Version No:	Details	Released by	Approved by
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
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30.03.2017	V1.1	CGPA for retaining fee raised to 6.50, Clarification on Scholarship loss due to disciplinary action	Rajesh Maji	Rajiv Swarup

### PROCESS OWNER:

Department:	Represented By:	Date
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Office of:	Represented By:	Date
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## Policy Details

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### 1. BACKGROUND

Shiv Nadar University (SNU) offers attractive scholarships in the form of tuition and special fee waivers to meritorious students. The scholarships range from 100% tuition fee waivers, to partial fee waivers depending on published criteria. These tuition fee waivers are applicable for the 8 consecutive semesters of the undergraduate program provided the student maintains herself in good academic standing, and maintains good conduct, as prescribed in the Section 3 of this document.

### 2. SCOPE

The term Scholarship is used to depict fee waivers, infact these two terms are used interchangeably throughout this document. Retention of Tuition Fee Waiver Policy deals with the tuition fee waivers and special fee (if any) waivers only. The term tuition fee waiver is used to depict both tuition fee and special fee herewith in this document. 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 includes Admission Fee, Hostel Fee, Student Activity Fee, Security Deposit etc. as per the relevant admission announcements. These payments cannot be waived as per Retention of Tuition Fee Waiver Policy. The charges for summer semester cannot be waived as they fall outside the scope of this policy, the tuition fee waivers relate to the 8 consecutive semesters of study for a four year degree program. The conditions for retaining the tuition fee waiver were made explicit and published on the website before the respective admission process started. The purpose of this document is to define and document the Policy for Retention of Tuition Fee Waiver for all undergraduate 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 Process Owner. In case of any lack of clarity or interpretation, the same should be brought to the notice of the President. The policy is effective immediately on release and overrides all the old policies and practices on retention of tuition fee matters.

### 3. LOSS OF SCHOLARSHIP

A student will lose her scholarship (tuition fee waiver) under any of the following conditions:

- Failure to maintain a CGPA of 6.50 or higher for admission year 2017, throughout her stay in SNU
- Failure to maintain a CGPA of 6.00 or higher for admission years 2013, 2014, 2015, and 2106, throughout her stay in SNU
- Disciplinary action by a competent authority
- Extending the degree completion beyond 8 consecutive semesters for a four-year degree program. There is no scholarship for 9<sup>th</sup> semester and beyond

The CGPA will be calculated up to two places of decimal for this purpose. The following sections describe in detail the above situations as a matter of clarification.

For students who are unable to pay the differential fees in lump sum, they have the option to choose deferred payment plan described in section 4 of this document. The deferred payment plan applies for a semester.

### **3.1. THE CGPA RULE FOR RETENTION OF TUITION FEE WAIVER**

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 loss of tuition fee waiver is for the semester following the CGPA declaration and is for one semester at a time. The purpose of this methodology is to encourage students to regain a CGPA higher than 6.50 and have the tuition fee waiver restored whenever the CGPA crosses 6.50. There is no retrospective restoration of lost scholarship.

For UG batches of admission year 2013, 2014, 2015 and 2016, the cut off CGPA remains unchanged at 6.00

**Table 1 CGPA IMPACT ON SEMESTER FEE :**

Based on the CGPA rule, a student will retain, lose or restore her tuition fee waiver for the following semester as explained in the table below.

Semester	CGPA <6.50*	CGPA >=6.50*	Remarks
Semester 1	Retain Tuition Fee Waiver	Retain Tuition Fee Waiver	
Semester 2+	Pay fee differential for semester 3	Retain Tuition Fee Waiver	Post Summer CGPA
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	Post Summer CGPA
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	Post summer CGPA
Semester 7	Pay fee differential for semester 8	Retain /Restore Tuition Fee Waiver	
Semester 8	NA	NA	

If after Semester 2+ the CGPA <6.50 but is >= 6.40. The student will retain the tuition fee waiver for the 3<sup>rd</sup> semester, provided the SGPA in 2<sup>nd</sup> Semester is >=7.00. Thereafter the above table will apply from Semester 4+ onwards.

\*For 2013, 2014, 2015, and 2016 admission years the relevant CGPA is 6.00

**3.2. DISCIPLINARY ACTION**

This section is applicable to every student on campus from 1<sup>st</sup> 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.

### 3.3. EXTENDING THE DEGREE PROGRAM

For a four year undergraduate degree program, the tuition fee waiver is offered for 8 consecutive semesters only. Any student continuing her degree program beyond 8 semesters, for any reason whatsoever, will lose her tuition fee waiver for all period(s) after the 8<sup>th</sup> semester. Any deviations from this will be approved by the President.

### 4. DEFERRED FEE 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 dues 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 dues 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:

$$\text{Instalment Amount} = \text{Total Semester Dues} \times \text{Instalment Multiplier}$$

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

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

#### 4.1. 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.

## **5. 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 1<sup>st</sup> 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.

## **6. 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.

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