

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 V1.2

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PROCESS OWNER:

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Table of Index

1. BACKGROUND.....	5
2. SCOPE.....	5
3. LOSS OF SCHOLARSHIP	6
3.1. UNDERGRADUATE STUDENT	6
3.2. MASTER'S STUDENT.....	7
3.3. PhD STUDENT.....	8
4. DISCIPLINARY ACTION.....	9
5. EXTENDING THE DEGREE PROGRAM.....	9
6. DEFERRED PAYMENT PLAN	9
6.1. Approval process for Deferred Payment Plan.....	10
7. LATE FEES.....	10
8. FAILURE TO PAY FEES.....	11

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 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. 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 Process 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.

3. LOSS OF SCHOLARSHIP

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

3.1. UNDERGRADUATE STUDENT

- **Admission Year 2017:** Failure to maintain a CGPA of 6.50 throughout her stay in SNU
- **Admission Year 2015 and 2016:** Failure to maintain either a CGPA of 6.50 or a SGPA of 6.50 from Spring 2018 semester. For Monsoon 2017 semester, the criteria of maintaining scholarship will remain unchanged to a CGPA of 6.00.
- **Admission Year 2014:** Failure to maintain a CGPA of 6.00
- 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 9th 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 this policy document. The deferred payment plan applies for a semester.

3.1.1. CGPA IMPACT ON SEMESTER FEE FOR ADMISSION YEAR 2017

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.

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
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

3.1.2. CGPA IMPACT ON SEMESTER FEE FOR ADMISSION YEARS 2015 AND 2016

For Monsoon 2017 semester, the criteria of retain/restore tuition fee waiver will remain unchanged to maintaining CGPA of 6.00. Starting from spring 2018 semester, the retention, loss or restoration of tuition fee waiver will be based on the following conditions

- **Either CGPA ≥ 6.5 or SGPA ≥ 6.5:** Retain/Restore tuition fee waiver for the following semester
- **Both CGPA < 6.5 and SGPA < 6.5:** Loss of tuition fee waiver in the next Semester and pay the fee differential as per SNU Fee Policy.

3.1.3. CGPA IMPACT ON SEMESTER FEE FOR ADMISSION YEAR 2014

The criteria to retain/restore tuition fee waiver will remain unchanged to maintaining CGPA of 6.00.

3.2. MASTER'S STUDENT

- For admission year 2017, failure to maintain a CGPA of 7.00 at the end of second semester will result in loss of tuition fee waiver for the rest of the program (i.e. 3rd and 4th Semesters)
- Tuition fee waiver once lost, can never be restored.

- Disciplinary action by a competent authority
- Extending the degree completion beyond 4 consecutive semesters for a two year Master's degree program. There is no tuition fee waiver for 5th semester and beyond for Master's student.
- For admission year 2016 for 2 year Master's program, there is no CGPA criteria to retain financial waiver. However disciplinary action is applicable across all years.

3.3. PhD STUDENT

- 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 ≥ 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
- Disciplinary action by a competent authority
- Extending the degree completion beyond 8 consecutive semesters for a PhD program. There is no tuition fee waiver for 9th semester and beyond for PhD student.
- For admission year earlier than 2017, there is no CGPA criteria to retain financial waiver. However disciplinary action is applicable across all years.

4. 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.

5. EXTENDING THE DEGREE PROGRAM

For a four year undergraduate degree program, 2 year Master's program or 4 year PhD program, the tuition fee waiver is offered for 8, 4 and 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.

6. DEFFERED 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 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.

6.1. 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.

7. 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.

8. 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.