

Fee Policy



Sri Siddhartha Academy of Higher Education

Deemed-to-be-University
Accredited 'A+' Grade by NAAC (2nd Cycle)

*Deemed to be under Section 3 of the UGC Act, 1956
MHRD, GOI No. F.9-31/2006-U.3 (A) Dtd. 30th May 2008*

Agalakote, B.H. Road, Tumkur – 572107, Karnataka, India

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1. INTRODUCTION

Sri Siddhartha Academy of Higher Education (SSAHE), Tumkur, Karnataka, is a Deemed to be University located in Agalakote, B.H. Road, Tumkur – 572107, Karnataka. It was established in 2008 under Section 3 of the UGC Act 1956.

This policy sets out important financial aspects governing the time of a student at Sri Siddhartha Academy of Higher Education (Deemed to be University). SSAHE is committed to a fair and transparent policy in respect of payment of tuition fees for students whilst also offering a range of methods to pay those fees.

2. PURPOSE

Sri Siddhartha Academy of Higher Education (SSAHE), Tumkur operates sustainably as a not-for-profit organisation. It reviews and publishes its fee structure annually in its website www.sahe.in.

- The SSAHE, Tumkur is committed to a fair and transparent policy in respect of fee structure.
- The policy has been developed to enable students to make properly informed decisions and aims to assist students in the payment of fees.
- This policy explains ways in which students can settle the fees and the refund policy.
- It outlines the consequences of non-payment of fees.
- This policy statement is designed to ensure compliance with all applicable regulatory requirements of bodies.
- 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, Tumkur (www.sahe.in).

3. SCOPE

The Fee Policy applies to all the students (including applicants, where applicable) of SSAHE, Tumkur.

4. PRINCIPLES OF FEE STRUCTURE

- SSAHE, Tumkur 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, Tumkur 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 published periodically and communicated to students.
- Students retain ultimate liability for the payment of their fees, whether invoiced or not, including where sponsorship agreements have been approved.
- Students will pay the entire fees at the time of their initial enrolment on the programme.
- Under exceptional circumstances SSAHE, Tumkur retains the right to provide for payment of fees in instalments with prior approval of the authorities.
- The fee payment of the particular year is to be completed in the odd semester viz. 1st, 3rd and 5th as the case may be.
- 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 Principal of the College/Co-ordinator of the Department of SSAHE duly signed by the respective authorities.
- No degree or qualification of the SSAHE, Tumkur shall be issued to a student who has not discharged all his/her financial obligations to SSAHE, Tumkur
- The university reserves the right to alter fees or other charges without notice.

5. UGC POLICY

As per University Grants Commission (UGC) notification dated October 2018, in para 4.1.2;

- All Higher Education Institutions shall charge the fee in advance only for the semester/year in which a student is to engage for the academic activities.
- Collecting advance fees for the entire programme of study or more than one semester / year in which a student is enrolled is strictly prohibited.

- SSAHE, Tumkur may collect the fee in advance for the semester/year in which a student is to engage in academic activities. Hence the fees will be paid before the beginning of the semester for semester wise programs and once annual prior to the beginning of the program.
- For delay in payment of fees under exceptional circumstances, prior approval of the authorities of SSAHE is essential.

6. PAYMENT OF TUITION FEE

Enrolment/admission will usually take place in the 8 - 10 week period before the class commences, and the tuition fees shall be paid in full for the semester/year in which a student is to engage in academic activities.

Unless one or more of the following applies:

- I. A student who is being sponsored by an approved external sponsor and have provided evidence of that sponsorship to the University.
- II. The students who have provided evidence that they are receiving an educational loan from Finance institutions.
- III. The student who has provided evidence that they are receiving a research loan / scholarship from any Finance Authorities.
- IV. The student who has provided evidence that they are receiving an undergraduate or postgraduate / postgraduate research Government supported loan from any Government/country of origin.
- V. The student who is being funded via a government scholarship schemes or, where the Education and Skills Funding Agency is paying of their tuition fees.
- VI. The student who is being funded, for 100% of their postgraduate research degree tuition fees, by the University.
- VII. The overseas private funded student, must pay 50% of the Full tuition fee for the course before completion of enrolment. The full tuition fee is the fee charged for the enrolled course prior to the deduction of any scholarship awards. Nonpayment of the 50% prior to enrolment will result in a hold the student enrolment and a referral to the SSAHE Finance section to discuss further options.

6.1. Fee payment options

- I. If candidates are paying tuition fees, payments shall be made only through online by using a valid Debit Card or Credit Card and online mode by their student login at SSAHE website.

- II. Payments can be made by online transfer or Debit Card/Credit Card by visiting SSAHE Finance section.
- III. Tuition and other fee must be paid by own student account or parents accounts only. Third party payment can't be accepted at any stage.
- IV. Please note when making a payment to the SSAHE account, the SSAHE is not responsible for bank charges incurred. Students are only responsible for ensuring that payment is received in full as per the SSAHE Fee Structure of the enrolled course.
- V. Cash payments are not accepted for the payment of tuition fees.

6.2. Additional conditions for payment of tuition fees

6.2.1 Tuition fees paid by an external sponsor

- I. External Sponsored students must provide a proper document from an 'approved external sponsor' prior to full enrolment. An approved sponsor is subject to due diligence by SSAHE
- II. If the sponsor fails to pay any fees within 60 days of being invoiced, payment for these fees in full will become the responsibility of the sponsored student. In such cases, SSAHE may endeavour to work with sponsored students to find a suitable payment arrangement.

6.2.2 Tuition fees funded through the Government supported scholarships

On payment of fees directly from the Funding Agency and/or employer, the concerned student has to follow-up with the admission / fee section of the concerned college/department of SSAHE

6.2.3 Tuition fees funded by Student Loans

- I. If the student who has applied or is intending to apply for education loan from the relevant Finance Authority, then students must inform SSAHE/College/Department authorities at the time of enrolment and students are responsible for applying for their own funding directly from the relevant Student Finance Authority. The loan shall be applied annually for each year of study, in a timely manner, and for the correct course, year and fee prescribed.
- II. If the student funded by a Bank/Finance Authority, tuition fees shall be paid directly to SSAHE/College/Department Account on behalf of the student based on the engagement on or before the approved date.
- III. Until the Bank/Finance Authority agrees to the terms of the loan sanctioned and confirms the same to the SSAHE/College/Department, student will be solely responsible for payment of tuition fees.

IV. If Bank/Finance Authority fails to provide such funding, student will be responsible for paying the outstanding dues.

7. Roles and Responsibilities

Students are expected to:

- Pay promptly any charges determined by SSAHE, Tumkur, including tuition fee, exam fee, convocation fees and other fees as applicable.
- 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.

The SSAHE, Tumkur will:

- Provide accurate and timely information to students about the fees associated with programmes of study at the SSAHE, Tumkur 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.
- 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.

The Constituent Colleges / Departments/Schools of SSAHE will:

- Be responsible for students' fees collection and each constituent college/department of SSAHE should maintain DCB (Demand, Collection and Balance) towards the student's fee collection and are required to submit the fee collection details to SSAHE, Tumkur periodically.
- Notify the fee payment notification with due date on the notice board or electronically periodically (semester / year wise) duly marking a copy to the Finance Division of the SSAHE, Tumkur.
- Follow-up the collection status of fee from each individual student (semester / year 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 semester/year. If the fee has not been paid by the students, the department should submit the list of defaulters to the University 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 Head of the institution / Co-ordinator of the Department of SSAHE will be responsible towards the collection of fees and adherence to the fee policy.

8. REFUND OF FEES

- I. The SSAHE follows the fee refund policy as prescribed by the statutory and regulatory bodies.
- II. An application for refund of fee must be submitted by the candidate handwritten/email along with the relevant documents verifying the situation and considering the cancellation of seat and/or refund of fee.
- III. Cancellation of admission based on seat allotment through state/central counselling authorities or direct allotment by SSAHE, within the withdrawal schedule as per statutory and regulatory bodies, will be permitted to refund of fee, as per UGC refund policy.
- IV. If the student has made an overpayment of fees to SSAHE, all excess payment will be refunded/returned to the candidate/student or organisation that originally made the fees payment, and back to the card or bank that the original payment was made from. There may be exceptional circumstances outside of the control that changes this requirement, and in that event, candidate shall submit the handwritten application in personal or official email to college/school/department with the required supporting documents and address identification, including a copy of the beneficiary's bank statement.

9. Policy Review:

The Academy commits to periodically reviewing this policy to ensure its relevance and alignment with prevailing conditions and the directives of the University Grants Commissions, New Delhi.



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