



Policy on Student Financial Responsibility and Consequences of Non-Payment of Fees

A student who has been admitted and has registered for courses at Navrachana University (NUV) will have to make the following payments as per the timelines defined by the University:

- Tuition fees
- Hostel fees (if staying at the University hostel)
- Transportation fees (if using the transportation facility)
- Study tour and other related charges as decided by the University (wherever applicable)
- Caution / Library deposit (One-time refundable)

A student who has applied for Leave or Withdrawal from the University will be responsible for paying the applicable fees as per the respective policies of the University. The schedule for the payment of fees and penalty charges are published on the University Website.

Paying Semester Fees

Fees should be paid by the deadline(s) as specified in the schedule; late payments will entail late payment charges as specified in the section "Late and Returned Payment Charges"

Fee Payment Deadlines

The entire amount for registration and other fees unless waived should be paid by the specified deadline(s). In case of non-payment by due date, registration of courses will be cancelled. If the payment deadline falls on a holiday, payments will be accepted on the next working day. Electronic payments may be made on the last day of payment schedule.

Fee Payment Schedule

For Newly Admitted Students

Sr. No.	Last date for payment of fees
1	At the time of Admission

For Existing Students

Sr. No.	Last date for payment of fees
1	As per the dates published in Academic Calendar on University website

Late and Returned Payment Charges

If payments are not made by the due date(s), the student will have to incur extra charges. Moreover, a student's status will be placed on 'hold' till the payment is complete. No extensions will be granted for payment(s). Students should make timely payments to avoid issues especially if a payment is made by cheque.

Payment(s) may be returned for a variety of reasons including insufficient funds, incorrect account numbers, and closed accounts. If a payment is returned, penalties will be charged as per the rules.

- 1) Late Payment charges of Rs. 100/- is per day, after the formally notified last date of payment**
- 2) Cheque return charges Rs. 250/- Inclusive of bank & administrative charges**

Payment Options

Students can make payments using the following options:

1. Debit Card / Credit Card
2. By using POS machine available in accounts office through Credit/Debit card
3. Cheque/ Demand Draft
4. Net Banking

Penalty Waivers

Late registrations and penalty fees are waivable if the University has erred in any manner. The same will also be considered in case of genuine humanitarian grounds. Students should request for a waiver in writing to the office of the Assistant Registrar, Admission. The Assistant Registrar, Admission will recommend and forward to the Registrar for approval.

Financial Aid

Students should apply well in advance for financial aid. The officials responsible for assisting this will reach out to the students for filing the application.

Consequences of Non-Payment of Fees

If the student fails to pay fees even after the 30 days of the grace period with the penalty amount, s/he will not be allowed to attend the classes till the entire payment is made. Additionally, beyond 30 days of the due date, a 'hold' will be placed on the student's record. Please refer to the 'Holds' section for more details. In case of no response or no show to the notices given by the Programme or the University Office, the student's enrolment can be terminated.

Holds

'Hold' status prevents students from accessing services at NUV. A student may have 'hold' placed on his/her record that could affect current and future registrations, enrolment, financial aid, library and bookstore, campus services and/or release of degree certificate and academic transcripts for non-adherence to:

- Comply with admission or academic provisions
- Settle financial obligations with the University
- Respond to official notices issued by the University

A notice will be issued to students in for 'hold' status. 'Holds' status must be released by the Office of the Registrar before a student can enrol in courses or receive various campus services. However, there is no guarantee that the same courses will be available in case of cancellation of registration and non-payment of fees.

In addition, there will be a waiting period of ten working days in case of cheque or e- payments before degree certificates or transcripts are released and further registrations are allowed.

This policy may be amended at the discretion of the Board/Provost/Registrar on case to case basis if need be.

