



Annexure-A

FEES

One time Registration fee is collected at the time of provisional admission given to eligible students, which is non-refundable.

Course fee is to be paid in full at the time of admission.

On completion of the course, Caution Deposit received from the student will be refunded in full subject to "NO DUES" through Account Payee cheque within 30 days from the date of submission of the application for the same.

PAYMENTS

Payment of fees can be made by bank transfer payable (RTGS or NEFT) in favour of "VISHWA SARASWATI SOCIETY A/C VMSIHE", SB A/c 50100051500215 , IFSC No: HDFC0002832

LATE FEES

If a student fails to make the payment of fees at admission time, or within the stipulated date, an email/ letter in the form of reminder (within one week) will be sent to the parent fixing an appropriate deadline date for payment of fees, which will not exceed more than two weeks.

On lapse of the deadline of due date, the student will attract the following fine.

Late fee fine:

Sr. no	Particulars	Amount
1.	After the deadline due date of payment of fees	Rs. 100/- per day till the actual date of payment of fees.

CANCELLATION AND REFUND POLICY

Tuition fee and other fees shall be refunded to the student only after acceptance of application for withdrawal/ cancellation of admission from the course. Amount shall be refunded after retaining Administrative charges as per the slab given below, or as decided by Goa University from time to time. However, refund will not include fees received towards contribution to Student Aid Fund, special fee if any and university enrolment fee (if deposited with Goa University).

Point of time when notice of withdrawal of admission is served to the institute .	% of refund of Aggregate fees
1. 15 days or more before the formally notified last date of admission	100%
2. Less than 15 days before the formally notified last date of admission	90%
3. 15 days or less after the formally notified last date of admission	80%
4. More than 15 days but less than 30 days after formally notified last date of admission	50%
5. More than 30 days after formally notified last date of admission	00%

1. Caution deposit shall be refunded in full.
2. In case of (1) in the table above, 5% of the fees paid by the student subject to a maximum of Rs. 5000/- shall be deducted as processing charges from the refundable amount.
3. Refund to the applicant/ student will be made within 15 days from the date of receiving a written application from him/her in this regard.
4. Refund of fees will be made by Account Payee cheque only.
5. Acknowledgement will be obtained from the student/ Parent/Guardian for the amount that will be refunded to them.

EXPULSION

Constant violation of rules and regulations of the Institute, or hostel rules, by a student, may lead to expulsion of the student from the institute. In the event of an expulsion, there will be no refund of fees or refund of Caution deposit.

DECLARATION

I declare that the information I have given is true and correct, and that I have read and agree with the conditions and accept the above mentioned policies thereof.

Name & Signature of the applicant: _____ Date _____

Name & Signature of Parent /Guardian: _____ Date _____