

(iii) TUITION FEE CONCESSION AND REFUND

1. The Dean of Academic Affairs is to approve applications for exemption from payment of University tuition fee concession up to maximum extent of half tuition fee to maximum 10 percent of students in a class. If the number of applications is less than 10 percent of the total number of students in a class, the permissible fee concession may be distributed in that class as half or full tuition fee to the applicants.
2. The fee concessions to two or more children of the same parents are to be granted according to Government Rules, i.e. the eldest to pay full fees and the younger to pay half the tuition fees. The concession will, however, be over and above the full and half fee the concessions sanctioned on the basis of total enrolment.
3. M.Sc. students attending two practicals of 3 hours each a week shall be allowed by the Vice-Chancellor free tuition fee for a period of nine months. The breakage fee and other charges are payable by such students.
4. The fee concession to students belonging to scheduled castes or scheduled tribes or backward classes shall be allowed up to 2 percent of the total enrolment over and above usual 10 percent fee concession to other students up to the date it is sanctioned by the Government from time to time.
5. Wife is not entitled to half fee concession if both husband and wife are studying in the University Department/College.
6. Widows and children of Defence Forces and members of the Punjab Armed Police killed in action or permanently disabled during September 1965 and December 1971 conflicts shall be granted full fee concession in all University Departments in the Faculties of Arts & Social Sciences, Sciences and Languages.
7. The students of M.A. (Sanskrit) Parts I & II studying in the Sanskrit Department of the University shall be exempted from the payment of tuition fee.
8. Poor students who are eligible for admission to various courses in the University Departments may be granted complete exemption from payment of all kinds of fees & funds. The number of such

students shall not exceed 10% of the total seats subject to a maximum of five seats. The concession to these five students shall be over and above the existing fee concession rules applicable to students in general. This concession shall be subject to the following conditions:-

- (i) Such students become eligible purely on the basis of merit against the prescribed seats.
- (ii) The annual family income of the student is less than Rs. 60,000/- or as specified from time to time which may prove that the student is actually poor and is unable to pay the prescribed fees.
- (iii) After getting this concession the student will maintain the academic performance and pass all the examinations in full in the first attempt.
- (iv) Such a fee concession shall not be the legal right of any student.

9. The students of the University Teaching Departments concerned at Amritsar, Jalandhar and Gurdaspur shall be provided the following facilities under the Disability Act, 1995:-

- (i) Free Education (Tuition fee and other funds not to be charged).
- (ii) Special coaching if required, shall be arranged by the Head of the concerned Department.
- (iii) Books/study material upto Rs. 1000/- per student per year.
- (iv) Scholarship @ Rs. 250 per month for 12 months, shall be awarded to the eligible candidates, on the recommendations of a committee to be constituted by the Vice-Chancellor each year, who fulfill the condition that is, while applying for this scholarship he/she shall have to attach a certificate from the CMO/competent authority, authorised to issue such a certificate, in support of his/her claim for the scholarship and the extent of permanent/temporary deformity that the candidate has at the time of admission.

9.1 Other facilities as provided for by the Disability Act 1995 shall be provided to such students as per guidelines of the State Government from time to time.

9.2 Complete statistical record shall be maintained by the office of the Registrar.

10. The wards of such persons who have been awarded 'Gallantry Award' shall be granted full fee concession.

Fee Concession to University Employees and their Dependents

1. a) Confirmed University employees permitted to join the regular classes and Pre Ph.D. course work will be exempted 50% payment of tuition fee, provided that it shall be open to the appointing authority to withdraw this concession in case the individual fails in the examination for which he is permitted or his conduct is reported as unsatisfactory, or he does not take proper interest in the office.

This concession shall also be allowed to temporary employee who has put in at least two years service in this University.

- b) Confirmed/on Probation University teachers/constituent college teachers who join the Ph.D. programme will be exempted from the payment of tuition fee from the session 2012-13, provided that it shall be open to the appointing authority to withdraw this concession in case the individual fails in the examination for which he is permitted or his conduct is reported as unsatisfactory, or he does not take proper interest in the office.
2. Husband/wife/sons/daughters of University employees studying in University Colleges/Departments will be exempted from payment of tuition fee.
3. A child of a University employee who is in service and joins a University College or Department for higher studies will be entitled to fee concession on the basis of his own income and that of his father taken together.
4. Minor sisters and brothers of members of the University staff living with them will be eligible for fee concession like sons and daughters of the members of the staff, provided the sister or brother is wholly dependent upon the University employee.
5. The wife of a University employee who is not working but is studying in a University College/Department will be granted fee concession as available to sons/daughters and dependent sisters or brothers of an employee.
6. The University examination fee shall be refunded to University employees who passed any examination of this University either as regular students or as private candidates.

Refund of Fee/Security**A. General Courses :**

1. i) If a candidate does not join the course and surrenders the seat after getting admission slip; the tuition fee, funds, examination fee, miscellaneous fee and amenities fee deposited by such a candidate will be refunded after deducting processing charges as prescribed by the University from time to time.
- ii) A candidate, who joins the course/class, may be even for one day, and surrenders the seat in writing, will be refunded after deducting tuition fee, funds, miscellaneous fee and amenities fee for three months but the examination fee will be refunded fully.
- iii) if a course is kept in abeyance by the University due to inadequate strength of candidate, administrative or other reasons, the candidate shall be refunded full fee as prescribed for the course.

Note : The provisions under 1(i) & (ii) for refund of fee will also be applicable to the candidates who are admitted in IAS/PCS training courses.

2. Shifting from one general course to another general course:

Before the completion of admission process, if a candidate is allowed to shift from one general course/department to another general course/department, for this purpose, fee and funds deposited by him/her will be adjusted after charging Rs. 5000/- (for each shifting) as Shifting Fee. These rules will be applicable for University Campus, Regional Campuses.

3. Refund of Security

The amount of security shall be refunded on receipt of application and No Dues Certificate from the department.

B. Incentives for sportspersons of Guru Nanak Dev University Campus, Amritsar, its Regional campuses and constituent colleges of the University

The below incentives shall be given on the basis of sports performance achieved while representing Guru Nanak Dev University Campus Amritsar, Regional Campuses or constituent colleges of the University.

For positions in National/All India Inter University Championships

- 1) The sportspersons securing Second or Third position in All India Inter-university championships or National championships will be refunded full fee and funds and will be provided track suits.
- 2) The sportspersons securing First position in All India Inter-university championships or National championships will be refunded full fees and funds and will be provided Blazer cloth and Campus Colors.

For NRI/Self-finance courses:

The refund of fees and funds shall be made as per above mentioned incentives but the amount of refund shall be equivalent to the fees and funds prescribed for the general category students of the concerned department.

- C. If a candidate deposits his/her tuition fee and funds for the next semester/year of the course prior to the declaration of the result of the lower examination and in case he/she fails in his/her lower examination, the tuition fee and funds deposited by him/her for the next semester/year be refundable/adjusted.

D. Refund of Fee to Private Candidates

1. 75% of Registration fee and Admission fee may be refunded to the candidates who are found ineligible after scrutiny of documents or non-fulfillment of other eligibility conditions.
2. No refund of Registration fee and admission fee may be made to the candidates who are found ineligible on account of fake documents.

(iv) EXAMINATION FEES

1. The Registrar may when he considers it appropriate, sanction the remission of prescribed late fee or the acceptance of the examination admission form and fee after the expiry of the last date with late fee.

For purpose of calculating late fee, the date of remittance of money by the candidate from the Post Office/Bank shall be taken as the date of receipt thereof by the University.

The prescribed late fee chargeable after last date shall not be remitted, but in disputed cases, the Vice-Chancellor shall have authority to decide whether or not any late fee is due and the amount thereof.

2. An extra fee as prescribed by the University shall be charged from private candidates who apply from outside Punjab, Haryana, Himachal Pradesh and Union Territory of Chandigarh for an examination, or who appear in an examination held at Delhi or at any other town where the University holds that examination, outside Punjab, Haryana, Himachal Pradesh and Union Territory of Chandigarh except in the case of members of Border Security Force or Regular Land, Air or Naval Force who are either serving in the territorial jurisdiction of the University or are its bonafide residents.

3. A candidate who:

- (a) Fails to present himself for an examination; Or
- (b) has appeared in an examination provisionally and is subsequently declared ineligible by the Registrar or an officer authorised by him, according to the Ordinances and Regulations:

shall not be entitled to refund of the fee or to have it kept in deposit for a subsequent examination.

Provided that:

- (i) If a candidate dies before the commencement of examination or during the course of examination without having appeared in any paper, the fee shall be refundable

to his legal heirs.

- (ii) If a candidate is found ineligible to appear in an examination after sending examination admission form and fee, no refund of fee shall be made by the University.

Provided that a candidate who applies for re-evaluation as well as sends examination form and fee/special fee to avail a special chance for compartment/re-appear examination and his/her result of re-evaluation is declared as pass before the compartment/re-appear examination is held and he/she does not want to appear in that examination, 75% or the fee deposited by him/her may be refunded to him/her.

- (iii) If a private candidate is declared ineligible to appear in an examination the Registration fee paid by him, may be refunded alongwith the admission fee.
- (iv) If a woman candidate is unable to appear in the examination for maternity reasons, her fee may be held over for the next examination, provided that the application for crediting the fee for the next examination must be made to the Registrar within three months of the termination of the examination concerned and shall be supported by a medical certificate.
- (v) If a private candidate, serving as a member of Border Security Force or Regular Land, Air or Naval Force, is unable to appear in an examination owing to Military exigencies, he shall be entitled to the refund of fee, on production of a certificate to this effect from the Officer Commanding of his unit at any time before the commencement of the examination.

The application for refund of fee should be made within three months of the date when refund becomes due.

- (c) Prominent players studying in the Guru Nanak Dev University/affiliated colleges, who have obtained 1st, 2nd or 3rd position for the University or even participated in a game for which these positions have been awarded shall be paid prize money as under out of sports funds at the

time of Annual Sports Function of the University:-

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| i) B.A./B.Sc/B.Com.
etc. Part-I, II, and III | Actual fee for the
examination concerned. |
| ii) M.A./M.Sc. etc.
Part-I & II | Actual fee for the
examination concerned. |

4. A candidate shall not be entitled to refund of examination fee paid by him.

(i) If a permission accorded to him to take an examination is subsequently cancelled, as a result of mis-statement or suppression of fact or want of relevant information in his examination admission form.

(ii) If he/she tried to obtain admission to an examination by making a false statement of facts in his/her admission form.

5. If the amount remitted by a candidate appearing privately in an examination, is less than the prescribed admission fee, he/she shall be permitted to make up the deficiency on payment of late fee* as prescribed by the University from time to time.

6.1 If the application of a candidate for change of option is rejected by the University, he/she will be entitled to refund of the fee paid by him/her for the purpose, but no such application shall be entertained, if it is not made within three months from the date of issue of the letter rejecting the application for change of option.

6.2 The fee deposited for grant of University certificate/syllabus will be refunded only if the University is not in a position to issue the necessary certificate/syllabus.

6.3 If any migration fee, registration fee, late fee, etc. is wrongly paid by a candidate or a College/Institution, the same shall be refunded.

*Prescribed late fee shall depend upon

(i) Percentage of deficiency.

(ii) Date of deposit of the balance of admission fee.

Updated Refund of fee/security: The following rules shall apply.

- (i) If the candidate does not join the Programme/Course and surrenders the seat at the entry level of Programme/Course the tuition fee, funds, examination fee, miscellaneous fee and amenities fee deposited by such a candidate at the time of admission will be refunded after deducting processing charges as prescribed by the university from time to time.
- (ii) A candidate who join the Programme/Class may be even for one day, and surrenders the seat in writing at the entry level of Programme/Course , will be refunded fee after deducting tuition fee, funds, miscellaneous fee and amenities fee for three months but the examination fee will be refunded fully.
- (iii) A candidate is allowed to shift from one Programme/Course to another Programme/Course. For this purpose, fee and funds deposited by him/her will be adjusted after charging Rs. 5000/- (for each shifting) as shifting fee. These rules will be applicable for University Campus and Regional Campuses. However, shifting is not allowed after the admission process is over.