

## **TUITION FEE - Discounts, Freeze, Refund, Drop, Installment, Transfer & Changes in Courses/ Batch Policy**

### **Scope and Purpose:**

The purpose of the policy is to outline the approach in allowing discounts, refunds, freeze & installments in tuition fee to students.

Front Desk Officers should focus on to provide the best guidance & information about the ACCA, CA or any other program and SKANS familiarity and facilities, with the ultimate goal to admit the student.

**FDO** [Front Desk Officers] refers to the person who is dealing with the inquiries/admissions, normally the “coordinators”, “career advisors” or any such person who is assigned by the head of the campus.

### **➤ DISCOUNT POLICY:**

- The discount is offered on tuition fee only
- Student can avail only one discount whichever is higher
- In order to claim any discount, student must be enrolled in at least 2 subjects
- In order to get a Discount other than what is defined in this policy a written approval of CEO is required. The relevant coordinator/ HOA can refer/ recommend the case to the CEO in this regard if he so deem fit.
- No discount will be given to the student whose cousin is working at SKANS, IITM, SJS, and IIUI Schools.
- Discount policy is subject to changes by the CEO as & when there arises a need to do so.

<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>%</b>
<b>A' Level (Any Three Subjects)</b>	<b>Straight A's</b>	<b>15</b>
<b>Board Position Holder</b>	<b>First Three Position Holders in Previous Board Exams</b>	<b>50</b>
<b>Intermediate Qualification</b>	<b>Marks 90 % &amp; above</b>	<b>15</b>
	<b>Marks 85 % to 89%</b>	<b>10</b>
<b>Graduation Qualification</b>	<b>Marks 80% and above</b>	<b>15</b>
<b>Others</b>	<b>*Kinship/ Sibling</b>	<b>10</b>
	<b>Orphan/ Disabled</b>	<b>10</b>
	<b>Paper Repeat</b>	<b>40</b>
	<b>Hafiz-e-Quran</b>	<b>15</b>
	<b>Faculty Member's Son/Daughter</b>	<b>50</b>

\*Both siblings must be enrolled in the current session.

## **CA/ACCA Discount Policy Rates:**

### **Discounts to Ongoing CA Students:**

- 10% Discount in tuition fee for 03 papers passed in a single attempt in any level of ICAP.
- 15% Discount in tuition fee for 04 papers passed in a single attempt in any level of ICAP
- 30% Discount in tuition fee for ICAP merit certificate holders
- 50% Discount in tuition fee for ICAP gold medalist

**Discounts to Ongoing ACCA Students:**

- 25% Discount in tuition fee on obtaining 90% or above marks from initial to F-9 papers in ACCA.
- 25% Discount in tuition fee for ACCA Global Distinction & 15% Nation Wide Distinction holders.

➤ **TUITION FEE POLICY - Refund, Freeze, Drop, Transfer & Changes in Courses/ Batch:**

- Admission fee is non-refundable
- Only tuition fee after deducting applicable charges will be carried forward/ refunded and miscellaneous fixed charges are not transferable.
- If a student had not paid full fee of his course, then he/she will not be able to freeze a session.
- Adjusted fee of any paper would only be entertained till immediate next session. A student cannot freeze more than two consecutive sessions simultaneously. Failing to resume studies in the next session the student's fee will automatically be "detained".
- Fee is subject to change without notice and applicable incremental fee will be charged.
- A written application for batch transfer shall be considered, if lodged within a month of the commencement of the course, and is subjected to the approval by the Head of Operations.
- Coordinator / Career Advisor are supposed to get prior approval of all cases from CEO before referring it to Finance Office. Attendance/ Result & CEO's Approval will be required from the coordinator while submitting the case to finance office.
- Following rules will apply for Transfer/ Drop/ Freeze/ Refund in tuition fee (only) upon written request:

<b>APPLICATION DEADLINE</b>	<b>APPLICABLE DEDUCTIONS</b>
<b>Within 10 days of Result/ Commencement of classes</b>	<b>10% of the tuition fee will be charged</b>
<b>Between 11 to 30 days of Result/Commencement of classes.</b>	<b>40% of the tuition fee will be charged</b>
<b>After 30 days of Result/ Commencement of classes.</b>	<b>No Refund/ No Freeze</b>

**Installments & Receivables:**

- Front Desk Officer can allow one installment to the students. Maximum 2 installments for rest of fee should be allowed with the approval of VP/ Principal/ Director/ HOD Operations.
- Minimum 50% fee should be taken from the students in case of installments.
- Course coordinator, V-Principal, HOD or Operations are responsible for all student dues & receivables.
- Where necessary the Finance Team shall step in for recovery of dues.