

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 (PRC & AFD)**
- Discount on Kinship/ Sibling has been withdrawn. Similarly, discount to disabled student has also been withdrawn. However, in destitute cases a disabled student discount request can be forwarded to the CEO for approval.
- 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.

CA/ACCA Discount Policy Rates:

DISCOUNT TYPES	&	POLICY RATES
➤ MERIT BASED DISCOUNTS		DISCOUNT RATE
Graduation 3.90 CGPA		15% IN TUITION FEE
Board/ University Position Holder (First 3 Positions)		50% IN TUITION FEE
A' Level (Any 03 Subjects – Straight As' Stars)		15% IN TUITION FEE
Intermediate Level Marks 90 % & above		15% IN TUITION FEE
Matric Level Marks 90 % & above		15% IN TUITION FEE
➤ NEED BASED DISCOUNTS		
Paper Repeat		40% IN TUITION FEE
Orphan		10% IN TUITION FEE
➤ PREVILAGED DISCOUNTS		
Hafiz-e-Quran		15% IN TUITION FEE
➤ EMPLOYEE'S DISCOUNTS		
SKANS Employees & Their Children		50% IN TUITION FEE
➤ Discounts to Ongoing CA Students:		
•	20% Discount in tuition fee on passing a complete part in single attempt in any level of ICAP.	
•	25% Discount in tuition fee for ICAP merit certificate holders on paper by paper basis	
•	50% Discount in tuition fee for ICAP gold medalist for all papers in next level	

➤ **Discounts to Ongoing ACCA Students:**

- 20% Discount in tuition fee on obtaining 90% or above marks from initial to F-9 papers on paper by paper basis
- 20% Discount in tuition fee on obtaining 85% or above marks in professional level on paper by paper basis
- 25% Discount in tuition fee for Nation Wide Distinction holders on paper by paper basis
- 50% Discount in tuition fee for ACCA Global Distinction, on paper by paper basis

➤ **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.
- In drop cases, 40% of the original tuition fee of the course will be charged to the student as drop fee.
- **A written application for batch transfer shall be entertained free of charge if lodged within 15 class attendances, thereafter Rs 5,000 will be charged and is subject 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:

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

Installments & Receivables:

- Front Desk Officer can't allow any installment to the students. Maximum one installment for rest of fee should be allowed with the approval of VP/ Principal/ Director/ HOD Operations.
- A student can opt to take PRC & AFD partially by taking at least two papers at a time. However, they must pay full tuition fee along with other dues if any until & unless any relaxation in payment is allowed by the CEO.
- 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.