

FINANCIAL ASSISTANCE TO POOR STUDENTS

The facility of students' aid fund and fee concession is available to the needy and deserving students. Students whose parents income is less than 1 lakh per annum will be eligible for full fee concession and those having income between 1-2 lakhs per annum will be eligible for half fee concession and students whose parents income exceeds 2 lakh per annum will not be eligible for financial assistance. Only one kind of financial benefit will be given to one student.

Physical verification of facts regarding income furnished by the student will be done. In case information furnished is found wrong his/her admission will be cancelled.

STUDENTS' AID FUND

The object of this fund is to render financial assistance to poor students to pay their tuition fee or examination fee or to purchase books or meet similar other expenses. Limited assistance is given to the students to meet their hostel, mess, clothing or medical expenses, if their needs are considered genuine. Interest free loans are also granted to the deserving students subject to availability of funds. Applications for financial assistance under 'Students' Aid Fund' are invited from the needy and deserving students after admission through the Head of the Department concerned. The final decision is taken by a Committee as provided in the rules. Concession for the Children of the Employees of Defence Services and Civilian Personnel are available as under:

1. The dependents of those defence personnel who were either killed or permanently disabled in the Indo-Pak War/Chinese aggression, whose monthly income does not exceed Rs. 1500/- p.m.
2. In the aftermath of Blue Star Operation, the children of those: (a) killed, missing or wounded/disabled in engagement with troops, police; (b) Awarded sentence of life imprisonment in civil jails with dismissal from service.
3. It has been decided to adopt Punjab Govt. Letter No. 19-2-87, I-Edu.-4, 1386-92, dated 30.4.90 in which there is a provision of full fee concession for the children of those who died while extending help to security forces, and for those who have been rendered 100% handicapped due to riots and the children of Sikh migrants. Following concessions are available to the above-stated persons: (i) Full fee concession by the University Teaching Departments, (ii) Text-books on loan for the duration of the Course from the Text Book Section of the Library (These books shall be returned by them after they have completed the examination); (iii) They will get free lodging in the hostel. They will pay only for their boarding.

FEE CONCESSION

Full fee concession (Tuition fee) is available to the needy and deserving students up to 8% of the total number of students in a class. For fee concession to the students of SC the rules whatsoever framed by Punjab Government will be followed. The employees of Punjabi University who are permitted to join the University classes are allowed full fee concession. Benefit of half tuition fee concession amongst two or more children of parents would be allowed to a child/children whose course fee (including all funds) is less than the other child/children. Benefit of half fee concession shall not be allowed to married child/children, as he/she cannot be considered as a dependent on parents.

The children of the University employees and children of those employees who are on deputation from the Punjab Government with the University (provided there is no objection by the State Government) will be allowed tuition fee concession. The details of the fee concession allowed to the children of University employees are as follows:

<i>Upto 21600/- (Basic + Grade pay+ secretariat pay wherever applicable)</i>	<i>Full fee</i>
<i>Rs. 21601/- to 24750/- (Basic + Grade pay+ secretariat pay wherever applicable)</i>	<i>50% Concession.</i>
<i>Rs. 24751/- and above (Basic + Grade pay+ secretariat pay wherever applicable)</i>	<i>25% Concession.</i>

In case the father and mother, both are employed in the University, the student is allowed to avail of benefit of either of the two. However, sons/daughters of the University employees who are themselves in service, are not exempted from the payment of tuition fees.

Fee concession will be given by a centralized committee duly constituted by the Vice-Chancellor under Convener ship of Dean Students Welfare.

REFUNDS/ADJUSTMENTS

As per UGC notification no. D.O.No. 1-3/2007(CPP-II) Dated 6/12/2016 refund rules/adjustments for all courses in Punjabi University Campus/Regional Centre/Neighbourhood Campus/Consituent Colleges will be as follow:-

- 1) Punjabi University, Patiala shall charge fees in advance only for the Semester/Year in which a student is to engage in academic activities. Collecting advance fees for entire program of study or of more than one semester/year in which a student is enrolled is strictly prohibited as it restricts the student from exercising other options of enrollment elsewhere.
- 2) If a student chooses to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student.

<u>Sr No.</u>	<u>Point of time when notice of withdrawal of admission is served to Punjabi University, Patiala</u>	<u>Percentage of Refund of Aggregate Fees*</u>
1.	15 days before the formally-notified last date of admission.	100%
2.	Not more than 15 days after the formally-notified last date of admission.	80%
3.	More than 15 days but less than 30 days after the formally-notified last date of admission.	50%
4.	More than 30 days after the formally-notified last date of admission.	00%

*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

- 3) In case Sr. No.1 in the table above, the University shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.
- 4) Fees shall be refunded by Punjabi University, Patiala to an eligible student within 15 days from the date of receiving a written application from him/her in this regard.
- 5) If a student vacate the seat allotted to him/her, his/her refund case will be sent by the concerned head of the department to the Centralized Admission Cell after fully verifying/certifying the case. In such cases refund will be made by the Centralized Admission Cell.
- 6) If a student vacate the seat after first semester/year and in next semester/year then only security fees will be refunded. In such cases if the student will submit completely filled security form taking "No due certificate" from concerned Head of the department. In such case only library/security fee will be refunded.
- 7) If a student submit hostel fee to get hostel facility and after that he/she does not join hostel then the refund will be made by deducting the 10% of refundable amount as processing fee charges. (Student will have to give an application to concerned warden of the concerned hostel with in 15 days from the date of submitting fees (included)). After 15 days hostel fee will not be refunded to the student. In case student left the hostel after joining the hostel then no hostel fee will be refunded.
- 8) If a student after taking admission in a deptt./ Centre/College/Neighbourhood Campus of Punjabi University changed his/her subject/course/category/centre/college/campus then his/her tuition fee and funds will be adjusted only when he/she will transfer the difference of tuition fee and funds of both the departments to the University. If after adjusting the fee, the University is to pay the difference to the students, then that difference will be adjusted in the next class/semester. If the students left the study

after first semester or year, then the difference will be refunded to the student after checking the eligibility of the student.

If a student submits the fee of two courses then he will be refunded the fee including funds etc. of one course. To receive the refund he/she has to apply through the present head of the deptt. duly attested by the present course head of deptt. and left course head of the deptt.

- 9) If a student got admission in higher class but fail to pass the lower class, then the tuition fee and funds of higher class will be adjusted only when he join the higher class. If there is any difference in the tuition fee and funds he has to deposit at the rate of present fee structure of class. If a student left the course during his/her study and after sometime he/she joins the class. Then he/she has to pay the tuition fee and funds as per new rate i.e. of the present session.
- 10) If any student died during his/her study then his/her remaining tuition fee will be refunded to his/her mother/father or husband/wife. This payment will be made within 2 months after receiving the death certificate and an affidavit.
- 11) If a student firstly submit his/her fee, but after that his/her half/full tuition fee is waived off after then in this situation his/her submitted tuition fee will be adjusted/refunded only.
- 12) **For NRI students:** If a student after taking admission in above categories, got admission in the same course or other in the general category, then his/her paid fee tuition fee and other funds will be adjusted under the general category fee. If some amount still left then it will be refunded. If after adjustment, the student is to pay then the difference will be paid by the students.

Rules regarding Hostel Accommodation

As prescribed in University Handbook of Information Session 2018-19.

Schedule of Payment

As prescribed in University Handbook of Information Session 2018-19.

All Types of Fees and Other Charges (Applicable to candidates getting admission to the University Campus/ Regional Centres/ Neighbourhood Campuses)

As prescribed by Punjabi University, Patiala in its Handbook of Information Session 2018-19. For detail visit at University Website i.e. www.pupadmissions.ac.in

IMPORTANT NOTE

- *For all matters not covered in this prospectus, the rules and regulations specified in the general 'Handbook of Information' of the University shall be applicable.*