



## Fee collection Policy

# Universal Engineering College

March 2022





### **Objective:**

The primary goal of this policy is to ensure the effective and timely collection of fees from students, facilitating the smooth operation of overall functions to provide high-quality services to both staff and students.

### **Consequences of Late or No Fee Payment:**

1. **Late Fee of Rs. 500/-:** Applied after the deadline for fee payment.
2. **Superfine of Rs. 50 Per Day:** Applied for the upcoming days after further deadline after at least 10 days after the Late fee date.

### **Notification and Fee Payment Dates/Deadlines:**

- A fee structure with dates of payment is shared to the students and parents during the admission procedure.
- Notifications regarding fee payment dates should be clearly communicated to students and parents through notices.
- 30 days prior: Message with details of fee via letter or notice.
- 0th day: Reminder and information regarding the grace period.
- Calling parents and discussing for solutions and support.

### **Support to Students:**

- For genuine cases with financial or other the college will extend the support to the student and parent after receipt of requests from the parents and after the verification.
- Support will be dependent upon the request and the situation of the family/student.
- Fee payment date extension, Late fee waiver and concession in fee will be considered according to the situation/Request.

