



Policy Document: Tuition Fee Concessions/Waiver for Students

1. Purpose

This policy outlines the guidelines and procedures for granting tuition fee concessions to eligible students who fall under the categories of:

- Orphans or students with no parents
- Students demonstrating exceptional sports abilities
- Students with physical disabilities

The objective of this policy is to provide financial support and promote inclusivity, ensuring that all students, regardless of their personal circumstances, have access to quality education and the opportunity to excel academically, athletically, and socially.

2. Scope

This policy applies to all current and prospective students enrolled in the institution, who meet the eligibility criteria under any of the three categories outlined below. The concessions provided under this policy will be based on the available budgetary resources and may be subject to review on an annual basis.

3. Eligibility Criteria

3.1 Orphans or Students with No Parents


To qualify for a tuition fee concession under this category, the student must meet the following criteria:

- The student must have lost both parents prior to enrolment or during their time at the institution.
- Documentation proving the student's status as an orphan or a student with no living parents (e.g., death certificates, legal guardianship documents, or similar proof) must be provided at the time of application.
- The student must maintain satisfactory academic progress and demonstrate a commitment to completing their studies.

3.2 Students with Exceptional Sports Abilities

To qualify for a tuition fee concession based on sports abilities, the student must meet the following criteria:

- The student must demonstrate exceptional ability or performance in a recognized sport at the State, National, or International level.
- The student must participate in official competitions or events representing the institution, and maintain a reasonable standard of performance as set by the institution's sports department.
- A recommendation from the relevant sports authorities (e.g., coaches, trainers, or sports federation officials) confirming the student's exceptional sports abilities must be submitted.
- The student must maintain satisfactory academic performance, as determined by the institution, while pursuing their sports career.


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3.3 Divyang Students

To qualify for a tuition fee concession for students with physical disabilities, the student must meet the following criteria:

- The student must have a documented physical disability recognized by a licensed healthcare provider.
- The student must provide appropriate medical certification or disability documentation from a qualified medical professional or institution.
- The student must demonstrate a commitment to their academic progress, and where applicable, may be provided with reasonable accommodations to support their learning needs (e.g., extended time for exams, specialized equipment, etc.).

4. Criteria for Tuition Fee Concessions

- Available for students who meet the criteria for any of the above categories.
- Partial tuition fee concession covers a percentage of the tuition fees, typically ranging from 5% to 25%, depending on the financial circumstances of the student.

5. Application Process

To apply for a tuition fee concession, the student must complete the following steps:

1. **Submit an Application:** Complete the official Tuition Fee Concession Application Form, available at the Principal's Office and submit to Student welfare committee along with Supporting documents.
2. **Provide Supporting Documents:** Submit the required documents for the applicable category:
 - For orphans: Death certificates or legal guardianship papers.
 - For students with sports abilities: A letter of recommendation from the relevant sports authorities and evidence of participation in major competitions.
 - For students with physical disabilities: Medical certification or other official documents verifying the disability.
3. **Financial Assessment (if applicable):** Students seeking financial-based concessions (i.e., full or partial) must provide income details and any supporting documents for the family's financial situation.
4. **Interview (if necessary):** Some cases may require an interview or further documentation to assess eligibility, particularly in cases where the student is applying for multiple categories of concession.

6. Review and Decision Process

- Student welfare committee will review the applications and forward same to the Principal, The Principal shall give his recommendation to The Management/ Governing Council for approval.
- Decisions will be based on the completeness and authenticity of the application, supporting documentation, and, where applicable, financial need.
- Applicants will be notified of the decision within 4-6 weeks from the submission date.

7. Duration of the Concession

- Tuition fee concessions are awarded on an annual basis and are subject to review each academic year.


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- A student must reapply for the concession at the beginning of each academic year, ensuring that all eligibility criteria are still met.
- For students with disabilities or sports abilities, the concession may continue for the duration of their studies, provided they maintain the required academic and performance standards.
- For students with no parents, the concession will continue until the student graduates or reaches the maximum duration of their program, subject to continued eligibility.

8. Responsibilities of the Student

- Maintain a minimum academic performance standard, as specified by the institution.
- Engage in their respective sports or academic programs and demonstrate commitment and discipline.
- Comply with all institution rules and regulations, including those related to behavior and academic integrity.
- Notify the institution of any changes in their circumstances (e.g., change in financial status, parental status, disability, or sports performance).

9. Funding Availability and Limitations

- Tuition fee concessions are subject to the availability of institutional funds and resources. The institution reserves the right to limit the number of concessions granted each academic year.
- The institution may revise or discontinue the policy based on changes in budgetary allocation or institutional priorities.

10. Policy Review

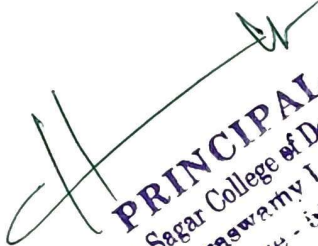
This policy will be reviewed annually by the Governing Council of the institution and updated as necessary to ensure that it remains aligned with the institution's goals and the needs of the student population.

Approved by:

Board of Directors / Governing Council

Date: []

This policy ensures that students facing significant challenges, whether due to financial hardship, physical disability, or sports commitments, receive the necessary support to pursue their educational aspirations without undue burden.


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Tuition Fee Concession/Waiver Application Form

Academic Year: []

Instructions: Please fill out the form completely and attach all required documents. Incomplete applications may not be considered. Ensure that all supporting documentation is accurate and up to date. Submit the completed application form to the Student Services Office or through the online portal by the application deadline.

Part 1: Personal Information

Full Name: _____

Student ID Number: _____

Date of Birth: _____

Gender:

Male Female Other (please specify): _____

Email Address: _____

Phone Number: _____

Home Address: _____

Part 2: Eligibility Category (Please select the relevant category)

Orphan / Student with No Parents

Exceptional Sports Abilities

Divyang student

Part 3: Additional Information for Your Chosen Category

3.1 Orphan / Student with No Parents

- Have you lost both parents?

Yes No

- Please provide details of your parent's status (e.g., deceased, whereabouts unknown, etc.):

- Attach relevant documentation (e.g., death certificate, legal guardianship documents, etc.):

Attached Not Applicable

3.2 Exceptional Sports Abilities

- Sport(s) in which you demonstrate exceptional ability:


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- I acknowledge that this application will be reviewed by the Financial Aid and Scholarships Committee, and I will be notified of the decision accordingly.

Yes

• Student Signature:

Parent/Guardian:


• Date:

Part 7: For Official Use Only

- Recommendations of Student welfare Committee (With Signature of Member Secretary):

- Recommendation and Signature of Principal:

This form is designed to facilitate an equitable and thorough review process for students seeking tuition fee concessions based on exceptional circumstances or abilities.


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- Level of competition (regional, national, international, etc.):
- Achievements/Performance Highlights (include certificates, rankings, etc.):

- Attach a letter of recommendation from your coach or relevant sports authority:
 Attached Not Applicable

3.3 Divyang Student

- Please specify your physical disability (e.g., mobility impairment, visual/hearing impairment, etc.):

- Provide medical certification or documentation from a licensed healthcare provider verifying your disability:

Attached Not Applicable

Part 4: Financial Information (for students applying for fee concession)

- Annual Household Income:
 Below 20,000
 20,000 - 40,000
 40,000 - 60,000
 60,000 - 80,000
 Above 80,000
- Attach financial documentation (e.g., income tax returns, proof of guardianship, salary slips, etc.):
 Attached Not Applicable

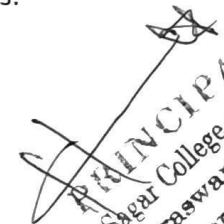
Part 5: Academic Information

- Current Program of Study:
- Year of Study:
 First Year Second Year Third Year Fourth Year Other: _____
- Have you received any other scholarships or financial aid?
 Yes No
If yes, please provide details:

Part 6: Declaration and Signature

I, the undersigned, declare that the information provided in this application form is accurate and true to the best of my knowledge. I understand that providing false information may result in the denial of my application. I authorize [Institution Name] to verify the details provided, including contacting relevant authorities for documentation purposes.

- I confirm that I have attached all required supporting documents.
 Yes No


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