

## OFFICE OF THE REGISTRAR

SU/Reg./Notification/2024/012

March 5, 2024

### Notification

**Subject: Payment of Tuition Fee for the Academic Year 2024-25 - applicable to SSET, SSBS&R, SSMFE, SSDAP, SSBS, SSHSS, SSOL, SSAHS, SSAS, SOE and SOP.**

The details regarding the payment of annual / semester-wise tuition fees by continuing students for the academic year 2024-25 are as under:

Details	Last Date
Last date for Payment of Annual / Odd Semester Tuition fee for 2 <sup>nd</sup> year onwards	June 30, 2024
Last date for payment of Even Semester Tuition fee (all batches)	December 31, 2024

**Note:**

- Non-Payment of Fee and other charges by due date(s) will invite imposition of penalty as notified vide notification No. SU/Reg./Notification/2022/027 dated 30<sup>th</sup> April, 2022.
- **Mode of Payment :** For 'Payment Procedure' please refer to University website <https://www.sharda.ac.in/payment-procedure.html>
- The University has arrangements with some Fintech ventures for payment of fee, convertible into an Easy and Low cost (EMI) options as per convenience of the students and parents. A separate agreement would be executed between student/ parents and Fintech companies to effect the transaction. The details of such companies are available on site at link: <https://www.sharda.ac.in/payment-procedure.html>

**Abbreviations:**

• SSET	Sharda School of Engineering & Technology
• SSBS&R	Sharda School of Basic Sciences & Research
• SSMFE	Sharda School of Media, Film & Entertainment
• SSDAP	Sharda School of Design, Architecture & Planning
• SSBS	Sharda School of Business Studies
• SSHSS	Sharda School of Humanities & Social Sciences
• SSOL	Sharda School of Law
• SSAHS	Sharda School of Allied Health Sciences
• SSAS	Sharda School of Agricultural Sciences
• SOE	School of Education
• SOP	School of Pharmacy

  
 (Vivek Kumar Gupta)  
 Registrar

To  
The concerned Deans

Copy for kind information:

- Chancellor / Pro Chancellor / CEO
- Vice-Chancellor
- Pro Vice-Chancellor
- Advisor
- Medical Superintendent, Sharda Hospital
- Controller of Examinations/ Finance Officer/ Chief Proctor/ Librarian
- All Directors
- All Administrative Heads of the respective Departments and Schools
- Notification file

# **SHARDA UNIVERSITY**

32, 34, Knowledge Park-III, Greater Noida-201306 (UP)

## **OFFICE OF THE REGISTRAR**

SU/Reg./Notification/2022/027

30<sup>th</sup> April, 2022

### **Notification**

**Sub: Penalty for late Registration, late payment of Fees, Hostel and Transport charges, etc.**

In supersession of all the previous notifications on the cited subject, the following penalty charges will be effective from the academic year 2022-23 on account of late payment, provided as under:

**A. Penalty for late Registration:**

- i. The penalty for late registration shall be a minimum of ₹2,500.
- ii. Late registration, beyond three days from the last date of registration, shall entail a penalty of ₹2,500 + (₹100 × number of days). Such late registration, up to a period of one week, may be allowed with the approval of the Dean of the School.
- iii. Depending on the merit of each case, the Registrar may permit, after the aforesaid one week, late registration on payment of late charges.
- iv. NO REGISTRATION shall be allowed after two weeks from the last date of registration.

Unless payment of all the dues are made, no student shall be registered and his/her attendance will be not recorded. Further, the internal assessment and examination marks shall also be not uploaded unless the registration is made.

**B. Penalty for late deposit of fee:**

- i. The penalty for late deposit of fee shall be minimum of ₹2,500 for the first week.
- ii. Thereafter, penalty @ 1.5% per month shall be charged, calculated on daily basis, for the further delayed period of payment.
- iii. In cases where more than 90% of the tuition fees is paid on or before the due date, no late fee charges shall be payable.

**C. Penalty for late payment of Hostel charges:**

- i. The penalty for late deposit of hostel charges shall be minimum of ₹2,500.
- ii. Additional penalty @ 1.5% per month shall be charged, calculated on daily basis, for the delayed period of payment.

**D. Penalty for late payment of Transport charges:**

- i. The penalty for late deposit of transport charges shall be minimum of ₹1000.
- ii. Additional penalty @ 1.5% per month shall be charged, calculated on daily basis, for the delayed period of payment.

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E. Penalty for dishonor of cheque:

In case the cheque deposited by a student towards payment of any fee/penalty charges gets dishonored or bounces due to no fault of the University, penalty at a flat rate of ₹1000 shall be imposed.

2. In very exceptional circumstances depending on the merit of a case, the Registrar may, at his discretion, consider reduction/waiver of the penalty/fine levied under these rules.
3. These provisions will, however, be not routinely applicable in cases where the students have been sponsored by the Central/State Government, or by foreign governments in respect of international students. In such cases, the Registrar will take a final decision, keeping in view the facts and circumstances of each case.
4. For the purpose of calculations, the amount of late fee/arears may be rounded off to the next ₹100 or USD 1.

(Vivek Kumar Gupta)  
Registrar

**To:**

All the Deans of School

**Copy:** (For kind information)

- i. Chancellor/ Pro-Chancellor/ ED
- ii. Vice-Chancellor
- iii. All Advisors
- iv. Finance Officer/ Controller of Examinations
- v. All Directors
- vi. Chief Warden/ Sr. Security Officer (SSO)
- vii. All OSDs/ Jt. Registrars/ Dy. Registrars/ Assistant Registrars/ AOs
- viii. Notification file

**Note:** The Administrative Officer of the School may kindly circulate this information to all the students in their respective School.