	Bharata Mata College of Commerce and Arts, Chunangamvely, Aluva	Policy No : IV Page 1 of 2 Revision No.00 Date 20.04.2023 Effective From 01.06.2023
	Payment of Fees Policy for Students	

Policy Statement

The Payment of Fees Policy is created to ensure that all students pay their fees on time to enable the college to provide quality education and maintain its operations effectively. Late fee charges will be imposed to encourage timely payments.

Scope

This policy applies to all students enrolled in undergraduate and postgraduate programs at the college.

Procedure Numbers

1. Mode of Fee Payment.
2. Payment Deadline Dates
3. Late Fee Charges
4. Fee Payment Receipts

Procedure

1. Mode of Fee Payment.

The college fee can be paid directly to the college's bank account through:


- Cash deposit using a Challan
- Bank transfer
- G Pay (scan the QR code)

No cash payments promoted at the Accounts Office. __

2. Payment Deadline Dates.

- a) First semester - At the time of admission
- b) Second semester – Between the first fifteen days of the second semester
- c) Third semester - June 1 to June 15
- d) Fourth semester – November 1 November 15.
- e) Fifth semester - June 1 to June 15.
- f) Sixth semester - November 1 November 15.

Prepared By Arun George Mampira	Reviewed By Principal	Approved By Executive Director
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3. Late Fee Charges

- Those who pay after the deadline will be charged with a late fee of Rs. 100 for the first fifteen days.
- For the next fifteen days, late fee charges will be Rs. 500/-
- After the one-month late fee period, an additional fine of Rs 10/- day will be added to the above Rs. 500/-

4. Fee Payment Receipts

- Students must submit the fee payment details to the Accounts Department within three working days to collect receipts.
- The receipts should be retained by the student as proof of payment.

Responsibilities

- It is the responsibility of the students to ensure that the fees are paid before the deadline.
- The Accounts Department is responsible for collecting and recording the fees and issuing receipts.

Directive

- Students must adhere to the payment deadline dates to avoid late fee charges.
- Students must submit the fee payment details to the Accounts Department within three working days to collect receipts.

Page Number: This policy is a two-page document.

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