

# University Fee Policy



  
**REGISTRAR**  
ATLAS SKILLTECH UNIVERSITY

<b>1</b>	<b>Name of Policy</b>	University Fee Policy
<b>2</b>	<b>Brief Description of the Policy</b>	This policy governs the structure, collection, and management of various fees at ATLAS SkillTech University. It aims to ensure transparency, accountability, and consistency in all financial dealings related to student fees. The policy outlines provisions for fee fixation, payment schedules (annual or semester-wise), late fee penalties, refund and withdrawal rules, and concessions/scholarships as per eligibility. It also aligns with regulatory guidelines issued by statutory bodies such as UGC, AICTE, and the State Government. The objective is to provide a fair and student-friendly financial ecosystem while maintaining institutional sustainability.
<b>3</b>	<b>Approved by</b>	Governing Body

## **1. Introduction**

This Fee Policy outlines the structure, components, payment structure, refund guidelines etc. to students enrolled in various programs at Atlas SkillTech University. It enables the University to administer the fees for the relevant academic year and also ensures transparency and consistency in financial transactions between the University and its students.

## **2. Programs Covered**

This policy applies to all the programs offered by the different schools of the University.

## **3. Fee Components**

### **3.1 Application Fee**

Purpose: Covers the cost of entrance exam and processing admission applications.

Nature: One-time, non-refundable.

Amount of Application Fee: As approved by the fee fixation committee from time to time.

Payable at: Time of application for admission.

### **3.2 Admission /Enrolment/ Registration Fee**

Purpose: Confirms the student's admission.

Nature: One-time, refundable as per fee refund policy set by UGC.

Amount of Enrolment Fee: As approved by the fee fixation committee from time to time

Payable at: Upon acceptance of admission offer.

### **3.3 Tuition Fee**

Purpose: To fund academic instruction, university facilities, support services, administration and infrastructure development and augmentation.

Nature: Annually over the duration of the program.

Amount of Tuition Fee: As approved by the fee fixation committee from time to time

Payable At: As directed by Registrar office.

Late Fee: As directed by Registrar office.

Refundable: As governed by fees refund policy set by UGC.

### **3.4 Security Deposit**

Purpose: Interest free refundable deposit as a security against any damage incurred by the students in the course of handling of the University's property including equipment in laboratories, Library, studios, classrooms etc.

Nature: One-time, refundable.

Amount of Security Deposit: As approved by the fee fixation committee from time to time

Payable At: At the time of Admission.

Refundable On: After the completion of the Program or discontinuance by the student subject to deduction for any damage to the University's property.