

SOP: Student Fee Payment Schedule and Timelines

This SOP details the **student fee payment schedule and timelines**, including the deadline for initial fee submission, installment options, penalties for late payments, methods of payment accepted, notification procedures for upcoming due dates, and steps for resolving payment discrepancies. The objective is to ensure timely and organized fee collection, minimizing financial disruptions and supporting the institution's operational efficiency.

1. Fee Payment Schedule

Fee Component	Due Date	Payment Option
Initial/Registration Fee	Within 7 days of admission offer	One-time
Tuition Fee (Semester 1)	10 days before start of Semester 1	Full / Installment
Tuition Fee (Subsequent Semesters)	10 days before start of each semester	Full / Installment
Other Charges (Lab, Library, etc.)	Along with semester fee	One-time / per semester as applicable

2. Installment Options

- Students may apply for payment in up to **two equal installments**:
 - 1st Installment:** 10 days before semester start
 - 2nd Installment:** Within 60 days of semester commencement
- Installment requests must be submitted via the Student Portal and approved by the Accounts Department.

3. Penalties for Late Payments

- Up to 7 days late:** Flat penalty of INR 500
- 8-30 days late:** Additional penalty of INR 1000
- After 30 days late:** Access to academic resources will be suspended and late case referred to Head of Administration
- Non-payment beyond 60 days:** Student may be deregistered from the institution

4. Methods of Payment Accepted

- Online Payment Portal (Credit/Debit Card, Net Banking, UPI)
- Bank Transfer (RTGS/NEFT): Provide transaction details to Accounts
- Demand Draft in favor of [Institution Name]
- Cash payments are not accepted*

5. Notification Procedure

- Email and SMS reminders will be sent to students and parents:
 - 30 days before due date
 - 7 days before due date
 - On due date
 - On the day a payment becomes overdue
- Reminders are generated automatically from the Student Information System (SIS).

6. Resolving Payment Discrepancies

- Students are required to email **accounts@[institution].edu** with relevant payment proof and transaction ID.
- The Accounts Department will verify details within 5 working days.
- If a discrepancy is found, the student and parent will be notified via official email along with resolution steps.
- In case of disputes, escalation can be made to the Head of Accounts after 7 working days of initial review.

7. Document Control

Version	Prepared By	Date	Reviewed By	Status
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1.0	Accounts Department	2024-06-30	Head, Administration	Active
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