

# SOP: Fee Concession, Waiver, and Scholarship Protocols

This SOP details the **fee concession, waiver, and scholarship protocols**, encompassing eligibility criteria, application procedures, approval processes, documentation requirements, disbursement methods, and monitoring mechanisms. Its purpose is to provide clear guidelines to ensure transparency, fairness, and consistency in granting financial aid to eligible students, thereby promoting access to education and supporting academic achievement.

## 1. Scope

This SOP applies to all students seeking fee concessions, waivers, or scholarships, as well as faculty and administrative staff involved in administering financial aid within the institution.

## 2. Eligibility Criteria

- Academic performance (specified GPA or grade thresholds)
- Economic background (family income limits as defined by policy)
- Special categories (e.g., differently-abled, single parent, underrepresented minorities)
- Any additional requirements outlined in specific scholarship or waiver notices

## 3. Application Procedures

1. Release of notification/call for applications through official channels
2. Submission of duly filled application forms via the specified portal or office
3. Attachment of required supporting documents (see section 5)
4. Submission within the stipulated deadline

## 4. Approval Process

1. Initial screening by the designated financial aid office/committee
2. Verification of submitted documents and eligibility
3. Evaluation by the financial aid committee (may include interviews or additional assessments)
4. Preparation and publishing of a list of selected beneficiaries
5. Formal intimation to selected students and updating institutional records

## 5. Documentation Requirements

| Document  | Purpose   |
|---|---|
| Completed application form                                      | To provide student and academic information     |
| Income certificate (issued by competent authority)              | To verify economic eligibility                  |
| Academic transcripts/marksheets                                 | To assess academic performance                  |
| Proof of identity (Aadhaar card/passport/ID card)               | To authenticate student identity                |
| Other documents (disability certificate, minority status, etc.) | For specific category-based waivers/concessions |

## 6. Disbursement Methods

- Direct fee reduction or waiver during the fee payment process
- Bank transfer or cheque disbursal for scholarships where applicable
- Maintenance of disbursement records for audit and reporting

## 7. Monitoring and Review Mechanisms

- Annual review of financial aid policies and disbursal data

- Random audits of cases to ensure compliance and prevent abuse
- Feedback collection from beneficiaries and staff for process improvement
- Re-assessment of student eligibility (if aid is renewable or subject to academic performance)

## 8. Roles and Responsibilities

| Role                    | Responsibility  |
|-------------------------|---|
| Student                 | Submit complete and accurate applications with genuine documents        |
| Financial Aid Committee | Screen, verify, evaluate applications and recommend eligible candidates |
| Administration          | Notify, document, disburse and report on financial aid cases            |
| Accounts Department     | Process disbursements and maintain records                              |

## 9. Confidentiality & Compliance

- All applicant information is treated confidentially and used solely for the stated purpose.
- Procedures adhere to applicable legal, regulatory, and institutional policies.

## 10. Revision History

| Version | Date       | Description       |
|---------|------------|-------------------|
| 1.0     | 2024-06-07 | Initial SOP draft |