

# Student Contingency Fund Policy

FN512 Student Contingency Fund Policy V 1.0

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## Release Versions

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09.10.2020	1.0	Student Contingency Fund Policy	Dean Student Affairs (DSA)	President SNU

## Release Control

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09.10.2020	1.0	First Release	DSA	Col. Gopal Karunakaran (Retd.)

### POLICY ASSURED BY:

Department	Represented by:	Date
Dean Student Affairs (Process Owner)	Maj Gen G Jaishankar (Retd.)	09.10.2020

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Director School of Management and Entrepreneurship	Bibek Bannerjee	09.10.2020
Director School of Natural Sciences	Rupamanjari Ghosh	09.10.2020
President SNU	Col. Gopal Karunakaran (Retd.)	09.10.2020
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## POLICY DETAILS

### General

1. This policy has been introduced to streamline processes related to assisting students whose parents have suffered sudden and unforeseen change in financial circumstances with a view of providing them financial assistance for continued education of their wards. This policy will avoid a piecemeal and case by case approach. The policy is only applicable to UG and PG students.
2. It is primarily aimed to assist student/ parents unable to pay fees for a Short Term Period. It is not meant for students who will be unable to pay fees for an extended period.
3. This policy is administered by Dean Student Affairs (DSA), any question or clarifications should be routed to DSA. In case of continued lack of clarity or differences in interpretation, the same should be brought to the notice of the President, Shiv Nadar University. The policy is effective immediately on release and overrides all the old policies and practices on matters of financial assistance to students to fees other than issues covered in ST 202.

### Purpose

4. The aim of this policy is to lay down instructions regarding eligibility and process for applying for financial assistance in any form for revenue foregone and expenses incurred. This includes all the heads of Fees like Tuition fees, Mess Fees, Laundry fees, Hostel fees, or any other fees payable by a student at SNU.

### Parameters

5. All the financial assistance will be restricted to the approved budget for such Financial Contingencies for that particular year. For e.g. any waiver of academic year 2020-21 can only be considered from the approved budget under the budget head of financial assistance of FY 2020-21.
6. Any other financial assistance sought apart from what has been captured in the current policy document should be considered as deviation of the policy and the applicable deviation process should be followed.

### Terms.

7. Broad terms of the policy is that :-

- (a) The Assistance is only given to students with no prior history of payment defaults or delay. Normally it is for one academic year only.
- (b) On the Specified date, a Screening Committee will review all completed applications and recommend assistance as per each circumstance.
- (c) Waiver of fees will be only in exceptional circumstances, usually the assistance will be in form of instalments or delay in due payment date.

## Process

- 8. **Step 1.** Application, submitted by Parent/ registered guardian only. Application from Students will not be considered.
  - (a) A written request (either on mail or hardcopy) should be received from the parent applying for fee waiver in prescribed format (Annexure I).
  - (b) Supporting documents for the same should be enclosed with the request as per Annexure 1.
  - (c) Last date for applying for the same will be announced by email by Office of DSA, approximately one month prior to the commencement of Academic Year. This date is for receipt of completed applications. Incomplete applications will not be considered.
- 9. **Step 2.** Team consisting of DSA and Finance shall carry out a preliminary review of the application. Finance team will furnish additional information regarding dues and payment history of the Student. DSA shall provide details of Disciplinary Record of student. Dean UG/PG will forward applicable academic performance of Student.
- 10. **Step 3.** On the Designated Day, the Screening Committee will assess each case and recommend assistance for deserving cases to the President SNU for final decision on the financial fee waivers to be given. The recommendations will be signed by all members and will be sent as one document and not for each case separately. Differences within the Committee may be indicated in the Recommendations made to the President. The Screening dates will not be more than Twice in a Semester.

## Control Mechanism

- 11. The Dean Student Affairs is the process owner.

- (a) DSA will keep all records chronologically with supporting documents. Copies of Screening Committee Deliberations and final approval will be shared with All Deans, Finance Team and applicable Department.
- (b) The budget utilization of the approved specified budget after the financial assistance should be part of the noting sheet and will be prepared by Finance Team.
- (c) A tracker of all the requests received from Parents irrespective of the decision on financial assistance which would capture details at all stages of Process would be maintained by DSA.

### Screening Committee

12. The screening committee should be formed before the beginning of academic year. The President has the discretion to decide on the composition of the screening committee, all of whom should be full time employees of SNU.

Suggested Composition of the Screening Committee :-

- (a) Chairman – DSA
- (b) Associate Dean UG
- (c) Associate Dean PG.
- (d) Associate Dean SA.
- (e) Head of Finance Team or Nominee.

### Additional Points

13. Financial waiver will only be given to the ward whose parents are not financially capable of supporting the education of their ward in short term. In case of sibling student, waiver will normally be given only to one student.

14. There is no laid down list of supporting documents/ information that are to be submitted by parents. However the application must satisfy the Screening Committee that the parents are indeed facing an unforeseen and temporary change in financial circumstances that is preventing them from paying the applicable fees.

### Conclusion

15. With this policy SNU aims to provide financial assistance to the parents who are facing financial difficulties during the year subject to fulfilment of process and conditions as mentioned above. Hence, all are requested to follow this policy in letter and spirit to ensure its successful implementation.



**Annexure – I****Details in Respect of Students seeking Financial Assistance  
from Shiv Nadar University**

1. SNU Roll Number of the student:	
2. Student's Name :	
3. Contact Details	
4. Year/ Semester/ period for which Assistance is sought:	
5. Name of Father:	
6. Name of Mother:	
7. Name of Guardian (if applicable):	
8. Father/ Guardian's Occupation	
9. Mother/ Guardian's Occupation :	
10. No. of Dependants:	
11. Parent's Monthly Income:	
12. Family's Monthly Income:	

<p>13. Reason's for seeking Financial Assistance:</p>	
<p>14. Amount/ nature of Financial Assistance sought:</p>	
<p>15. Have you ever sought financial assistance before?</p>	
<p>16. If Yes, when was the financial assistance sought earlier, reasons for financial assistance and amount of financial assistance:</p>	
<p>17. Any other comments (Include details of any sibling studying at SNU)</p>	

**Note** Supporting Documents to prove changed circumstances due to which Financial Assistance is being sought are required to be submitted along with above information. It may be noted that all such cases will be considered by a committee and this information is important to make a convincing case for assistance.

Date

\_\_\_\_\_ (Signature of Student)

\_\_\_\_\_ (Signature of Parent)