

St. Xavier's University, Kolkata

Tuition Fee Waiver Scheme for MBA, Academic Session 2024-25

All students who have taken admission in 1st Semester of MBA in Academic Session 2024-25 can apply in Tuition Fee Waiver Scheme for MBA (in accordance with the guidelines of AICTE). A maximum of **six (6) students** will be given full waiver of tuition fees for the Academic Year 2024-25 subject to fulfilling the eligibility criteria and the final approval by the Vice-Chancellor.

Eligibility Criteria for 1st Semester:

- 1) The gross Family Income must be **less than ₹ 8,00,000/- per annum** from all sources.
- 2) The students with the **lowest means** and **highest merit** will be given the **highest priority** in the 1st Semester, if there are more than six (6) eligible students.

Criteria for continuation of the Scholarship from 2nd Semester onwards:

- 1) The student must maintain the Minimum Attendance in Each Paper and the Minimum Aggregate Attendance for appearing in the semester-end exam (as mentioned in the Rules & Regulations for Two-Year Full time MBA degree programme).

Documents Required:

I. Documents regarding Proof of Family Income:

The following mandatory documents are to be submitted as proof of family income at the time of applying:-

- i. **Income Tax Return/Form-16/Form-16A/TDS Statement** for **AY 2024-25**, i.e. **FY 2023-24** of parent(s)/guardian & self, if applicable.
- ii. **Annual Information Statement (AIS)** for **AY 2024-25**, i.e. **FY 2023-24** of parent(s)/guardian & self, if applicable.
- iii. **Bank Statement/Bank Passbook** for the previous year, i.e. **from 1st August, 2023 to 31st July, 2024** of parent(s)/guardian & self, if applicable.
- iv. If parent(s)/guardian & self, if applicable, are salaried, **last three months pay-slip/salary statement/salary certificate** issued by the employer.
- v. If parent(s)/guardian & self, if applicable, have a business, **Statement of Annual Income sworn in form of an Affidavit on Non-Judicial stamp-paper of Rs. 10/- before a 1st Class Judicial Magistrate/Executive Magistrate**.
- vi. If any Scholarship/Fees Concession/Financial Assistance was received at the last attending School/College/Institute/University, document(s) regarding the same.

II. Additional Documents required:

- i. Proof of admission (i.e. Admission & Semester Fee Payment Receipt).
- ii. Marksheets and Pass Certificates of Graduation.

III. Other Requirements:

- i. The student must not have any record of disciplinary action against him/her in any preceding semester of the course by the disciplinary committee of the University.
- ii. **The students are required to pay full fees (Admission Fee + 1st Semester Fee) at the time of admission** and there must be **no fees due** from the student for the current semester.
- iii. The student must not be a recipient of any Government Scholarship or any other Scholarship or Financial Assistance at the time of applying.

Selection Process:

- 1) The students are required to apply for the tuition fee waiver scheme in the proforma given below.
- 2) The students are required to submit the application form along with all documents to the Office of the Registrar, Administrative Building (1st Floor) positively by **19th August, 2024** at the close of office hours.
- 3) Selection of the eligible students will be done by the University subject to the fulfillment of the eligibility criteria.

Important Notes:

1. Mere possession of eligibility does not ensure the grant of tuition fee waiver.
2. Applications may not be considered if the hardcopy is received after the last date.
3. Any canvassing by or on behalf of the student with regard to their selection for the above scholarship shall be considered as disqualification.
4. Incomplete application form with/without supporting documents will be summarily rejected.
5. The Scholarship Committee reserves the right to review, modify or cancel the grant of Tuition Fee Waiver/Scholarship due to changes in academic progress or general conduct of the student in accordance with the University rules and regulations.
6. If the student is found to furnish any false information or is recommended for any disciplinary action by the Disciplinary Committee at any stage of the course, his/her Tuition Fee Waiver/scholarship shall stand revoked.
7. The University may seek additional information/supporting documents from the student, if required, based on the information provided in the application form and the enclosed documents for further scrutiny.
8. The Deans of the respective Departments/Faculties may call the student and their parent(s)/guardians to appear before them for a short interview.
9. The decision of the Vice-Chancellor of the University shall be final and binding with respect to grant of Tuition Fee Waiver / Scholarship.
10. If a student is unable to meet the above-mentioned requirements for renewal of the Tuition Fee Waiver / Scholarship in any subsequent semester(s), his/her scholarship shall be cancelled for the remaining duration of his program.
11. The University will not be responsible for postal delay, if any.
12. **Eligible students who are granted the tuition fees waiver will be refunded the Full 1st Semester Tuition Fee as per the Fee Structure of the University.** No other form of refund will be granted.



Application No.

St. Xavier's University, Kolkata

Premises No. IIIB-1, Plot No. IIIB/1,
Action Area IIIB, P.S. New Town, Kolkata-700 160

TUITION FEE WAIVER SCHEME APPLICATION FORM

Please read the notification thoroughly before filing the form

1. Name of the Student (In Block Letters) :
2. CIN Number :
3. Course & Current Semester :
4. Address for Communication :
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5. Contact Number of the student :
6. Email Address of the student :
7. (i) Details of Income of Parents/Legal Guardian(s):
(Please attach Self-Attested Copies of Income Documents separately)

Father			
Full Name	Occupation	Annual Income	Documents Submitted?
			Yes/No
Mother			
Full Name	Occupation	Annual Income	Documents Submitted?
			Yes/No
Guardian(s)			
Full Name	Occupation	Annual Income	Documents Submitted?
			Yes/No

(ii) Details of Investments made, or value of any property owned by immediate family members (Please add additional sheets of paper if required):

Type of Investment	Total Value of Investment

Gross Total Family Income [7(i) + 7(ii)]: ₹.....

8. Academic details:

Level	Name of the Examination Passed	Name of the School/College	Board /University	Year of Passing	Percentage of Marks	Have you received any scholarship from the Institution?
X						Yes*/No
XII						Yes*/No
UG						Yes*/No

9. Presently receiving any scholarship/financial assistance from Govt. or any other organization?: Yes ☐ No ☐

If 'Yes', please give details of the scholarship/financial assistance and the total amount:

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10. Documents enclosed (Please mention):

1. Monthly/Annual Income and Investment of the parents/guardian(s):

(a) For Father:

(b) For Mother:

(c) For Guardian(s):

2. Self-attested copies of the marksheets & certificate of the previous qualifying examination.

3. Document(s) regarding any previous Scholarship/Fee Concession/Financial Assistance received previously.

11. Achievement in Extra-Curricular activities/Any other information (if relevant):

(please add additional sheets of paper if required)

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12. Declaration:

I hereby declare that information furnished above is true and correct to the best of my knowledge and belief and I am aware that in case any information provided by me is found to be incorrect, my scholarship application is liable to be rejected.

Date: DD/MM/YYYY

Place:

Signature of Student: