

Fee Payment Process Fee Payment Process, Fee Deferment (Extension of Due Date) & Late Fee Charges

Accessing Fee Information

All students are able to view and download their fee vouchers through the **University Management System (UMS)** using their assigned credentials. The UMS portal reflects approved fee charges and any outstanding dues under the **“Fee Dues” section**. Access to fee information through the UMS is provided for transparency and informational purposes and is independent of any pending external scholarship disbursements or donor receipts. A detailed navigation guide is shared with students through their official IBA email addresses.

All applicable fees, including tuition, hostel, and transport charges, are required to be paid within the due dates specified on fee vouchers issued through the University Management System (UMS). Fee vouchers are ordinarily generated prior to the commencement of each semester, with notifications communicated through students’ official IBA email accounts.

Students are responsible for ensuring timely compliance with fee obligations, including:

- Regularly reviewing fee information and updates available on the UMS.
- Downloading or printing fee vouchers and arranging payment within the prescribed timelines.
- Remain informed of fee-related communications issued by the Institution.

At IBA, installment facilities, where applicable, are offered through standard procedures during the initial stages of the academic term. Any request for deviation from approved payment schedules is subject to case-specific review and approval by the Director Finance or a designated authority, and does not constitute a general entitlement.

Fee Deferment (Extension of Due Date)

Students who are unable to make payment by the prescribed due date may request an extension by submitting a written application to the Revenue Office, supported by relevant documentation outlining the circumstances necessitating the request (such as unforeseen personal, medical, or administrative factors).

Requests should be submitted at least seven (07) days prior to the applicable due date to allow for review and processing.

All deferment requests are reviewed by the Revenue Office and, where found appropriate, forwarded for approval to the Director Finance or a designated authority. Approval of a fee deferment is discretionary, subject to policy provisions, documentation submitted, and institutional considerations, and does not constitute a precedent or continuing entitlement.

Where an extension is approved, payment must be made strictly within the revised due date. In the event of non-payment beyond the approved extension, late payment charges shall apply in accordance with approved rules, without the need for further notice.

Settlement of Dues, Withholding of Academic Documents, and Provisional Issuance

Settlement of all outstanding dues, including tuition, hostel, transport, fines, and any other applicable charges, shall be a **precondition** for the issuance of transcripts, degrees, certificates, or any other official academic or administrative documentation.

The completion of academic requirements shall not, in itself, entitle a student to the issuance of a degree, transcript, or any official documentation where any financial obligation remains outstanding.

In the event of non-settlement, the Institution reserves the right to **withhold the issuance of such documents and restrict access to related academic and administrative services** until full and final clearance of all dues.

Notwithstanding the above, the Institution may, in **exceptional circumstances**, issue a **provisional transcript or provisional completion letter** to facilitate employment or further studies, subject to the following conditions:

- A formal request supported by documented justification (e.g., employment or admission requirement);
- Approval by the competent authority (Director Finance or designated authority) in consultation with the relevant academic office.
- The document shall be clearly marked as “Provisional” and shall be valid for a limited period only.
- Such issuance shall not be treated as equivalent to a final transcript or degree.
- Issuance shall not constitute a waiver, deferment, or settlement of outstanding dues, which shall remain payable in full.
- The Institution reserves the right to withhold final degree, transcript, and all official documentation until complete settlement of dues.

The Institution may, where deemed necessary, require a written undertaking from the student prior to issuance of any provisional document.

Late Fee Charges

- If a student or participant fails to pay the prescribed fee by the due date, a late payment fine at the **per day 200 shall be applied each semester** on the outstanding fee amount (excluding any previous fines), starting from the day immediately following the due date until full payment is received.
- The fine shall apply uniformly to **all categories of fee vouchers**, including tuition, hostel, transport, and other program-related fees.

1. Fine once imposed shall not be waived, unless the delay has occurred **due to reasons attributable to the management side** and duly verified.