

### **Terms and conditions:**

1. NMIMS Global Access School for Continuing Education (NGA-SCE) is a part of NMIMS University, a Shri Vile Parle Kelavani Mandal (SVKM) group institute.
2. NGA-SCE will provide facility for paying the registration, tuition and various service fees to student to pay through Internet. Current rules and regulations of the institute will apply to all such transactions.
3. The following terms and conditions will apply to the user of NGASCE online fee portal offered through our website. Please go through the conditions carefully and if acceptable.
4. No user can register more than once on the Website. Please note that once you register yourself on the Website, you are deemed to have agreed to the terms and conditions set forth below. If you do not agree with these terms and conditions, you will not be able to transact on the Website. Once you have clicked the 'I Agree' button at the bottom of Terms and Conditions at login page, it means you have entered into a formal agreement with NGA-SCE.
5. Multiple registering will deem to have violated the terms and conditions resulting in deactivation of all such user registration without notice.
6. NGA-SCE performance of this agreement is subject to existing laws and legal procedures of Government of India, and nothing contained in this agreement is in derogation of NGA-SCE's right to comply with law enforcement requests or requirements relating to your use of this Web Site or information provided to or gathered by NGA-SCE with respect to such use. You agree that providing details of your use of the Web Site by NGA-SCE to regulators or police or to any other third party, or in order to resolve disputes or complaints which relate to the Web Site, is NGA-SCE's complete discretion.
7. If any part of this agreement is determined to be invalid or unenforceable pursuant to applicable law including, but not limited to, the warranty disclaimers and liability limitations set forth herein, then the invalid or unenforceable provision will be deemed superseded by a valid, enforceable provision that most closely matches the intent of the original provision and the remainder of the agreement shall continue in effect.
8. This agreement constitutes the entire agreement between the student and NGA-SCE with respect to payments of fees / registration charges on NGA-SCE Website and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written, between the student and NGA-SCE with respect to this Website. A printed version of this agreement and of any notice given in electronic form shall be admissible in judicial or administrative proceedings based upon or relating to this agreement to the same extent and subject to the same conditions as other business documents and records originally generated and maintained in printed form.

### **Procedure for payment of fees / registration fees:**

On-line Payment will enable the student to pay their fees online. The procedure and guidelines for online payments are detailed as below:

- Payments for fees will have to be made through Credit Card /Debit Card / Internet Banking / EMI on Credit Cards.
- Students intending to pay for the fees will have to login to NGA-SCE website.

- On completion of payment, student will be required to print the receipt for further processing.
- Users are advised to print receipt immediately after payment so as to minimize inconvenience during further course of action.
- At no point must the cardholder disclose his/her credit card number, date of expiry or the CVV number over the call to anyone.
- All Fee Payments require T+2 days to be reflected.
- Approval of fee received will be given only after money is credited to NGA SCE account.
- Payment of tuition fees online does not guarantee admission. In case candidate does not meet NGA SCE eligibility criteria, his/her admission will not be granted even if full fee is paid. In such a case, the candidate tuition fee will be refunded by NGA SCE.

### **Cancellation Rules & Refund Procedure:**

1. The Registration fee of Rs 1000/- is nonrefundable.
2. Admission Cancellation request can be processed only when student is admitted to the University (student number is generated) and the request is received before the last date for admission cancellation that is announced on the website.
3. Cancellation slabs (% of refund) are applicable in case of cancellation of admission, post program fee payment has been done.
  - i. If Semester I fees is paid:
    - Rs. 16000/- (Deduction of Rs. 2000/- as administrative charges)
    - Rs. 13000/- (Deduction of Rs. 2000/- as administrative charges and Rs. 3000/- for the Study- material issued)
  - ii. If One year fees is paid (Diploma or PG Diploma students):
    - Rs. 32000/- (Deduction of Rs. 2000/- as administrative charges)
    - Rs. 29000/- (Deduction of Rs. 2000/- as administrative charges and Rs. 3000/- for the Study- material issued)
  - iii. If Full fees is paid (Only PG Diploma students):
    - Rs. 60000/- (Deduction of Rs. 2000/- as administrative charges)
    - Rs. 57000/- (Deduction of Rs. 2000/- as administrative charges and Rs. 3000/- for the Study- material issued)
4. Calculation of charges are at sole discretion of NGA-SCE.
5. The amount will be refunded back via cheques.
6. Admission Cancellation is a facility provided only to Semester I students and not applicable to the re-registering students of Semester II, III and IV.

7. All terms and conditions mentioned in the Cancellation Policy in the Student Resource Handbook are applicable.