

## **CENTRE FOR PROFESSIONAL DEVELOPMENT FINANCIAL POLICIES & GUIDELINES 2012 – 2013**

This following policy is intended to define the financial purpose and characteristics of the Centre for Professional Development of SUC.

1. Financial Policies
2. Fee Waivers
3. Fee Installment Plan
4. Refund Policies

### **FINANCIAL POLICIES**

Admission policies primarily discuss the initial amount payable for any courses managed / operated by the CPD (both IATA and Internally run courses).

Considering the high cost of kits it is obligatory that the initial fees collected covers the cost of the kits. Below mentioned is the payment schedule of all IATA courses run by CPD.

This payment policy evidently outlines the payment mode and clear payment instructions are to be communicated to the prospective students that Issuance of kits and attendance of classes will be possible only after completing the payment formalities.

#### **i. CPD COURSES**

All courses managed / operated by the CPD department will follow the below mentioned payment mode:

At the time of admission- 100% of the course fees (Cash / Current dated cheque only)

#### **ii. IATA COURSES**

At the time of admission- Registration fees along with the post dated cheques are mandatory.

#### **iii. CTH COURSES**

At the time of admission- Registration fees should be paid and the balance payment to be paid as per the installment plan.

**iv. ACCA**

At the time of admission- 100% of the course fees (Cash / Current dated cheque only)

**FEE WAIVERS**

Discounts / Reduction in fees are offered to encourage professionals from the field to further enhance their skills and expertise. Below mentioned are the fee waivers applicable.

**INTERNATIONAL CERTIFICATES**

From the same industry	-	5% of the total fees
Sibling fee waiver	-	5% of the total fees
Referral discounts	-	5% of the total fees

An applicant can avail only one waiver per course.

**CPD RUN COURSES**

From the same industry	-	5% of the total fees
Sibling fee waiver	-	5% of the total fees
Referral discounts	-	5% of the total fees

An applicant can avail only one waiver per course.