



PGDM Live-Online

All Specialization

Batch June 2026

**Fee Details &
Payment Schedule**

iSME Live-online
2 Years | AICTE | Online Master Program



Course Fee	Includes	Payment Schedule
PGDM Live-Online All specialization Total Fee: Rs. 2,30,000/-	Tuition Fee Includes: <ul style="list-style-type: none"> • All academic delivery, • Digital learning resources, assessments, and certification • Online classes • Examinations and evaluations • Learning Management System (LMS) access • 3 Campus immersion of 3 days each at ISME campus Flexible payment options available, including: <ul style="list-style-type: none"> • Installment-based payments • EMI options (where applicable) • Scholarships / early-bird benefits (if applicable) to be adjusted against total fee 	Registration: Rs. 40,000/- (at time of registration) First Instalment before June 30 th 2026: Rs. 95,000/- Second Instalment by June 30 th 2027: Rs. 95,000/-
		Or, Monthly EMI of Rs. 10,000/- per month over 21 months (Without Scholarship)

FEE COLLECTION POLICY DOCUMENT (External Department)

Institution Name: International School of Management Excellence (ISME)

Effective From: Academic Year 2025–26

Approved By: ISME Management Committee

1. Purpose

The purpose of this policy is to establish transparent, fair, and consistent guidelines for the collection, management, and refund of student fees. The policy ensures compliance with statutory norms laid down by the University Grants Commission (UGC), AICTE, and other applicable authorities, and promotes financial discipline within the institution.

2. Scope

This policy applies to all students enrolled in Executive postgraduate, diploma, and certificate programs offered by ISME, including both regular and distance/online modes.

3. Objectives

- a. To maintain transparency in fee structure and payment timelines.
- b. To provide flexible payment options without compromising financial accountability.
- c. To comply with UGC and AICTE regulations on fee disclosure and refund.
- d. To ensure accurate financial reporting through the institution's ERP or accounting system.

4. Components of Fees

The total program fee may comprise the following components, depending on the nature of the course:

- a. Registration / Admission Fee (Non - Refundable)
- b. Tuition Fee
- c. Examination Fee (if applicable)
- d. Library, Laboratory, IT, and Activity Fee (if applicable)
- e. Hostel and Transport Fee (if applicable)

All fees are subject to approval by the Management/Governing Council and may be revised annually after due consideration.

5. Fee Collection Schedule

- A. Registration with Rs. 25000/- (Non-Refundable) at the time of admission (Mandatory for enrollment confirmation)
- B. 1st Installment as per Offer / Selection Letter
 - In case of special request by the candidate for additional time, a min of Rs. 25,000/- (from the 1st installment amount) shall be paid before commencement of 1st Class.
 - A maximum of 1-month extension may be provide for balance payment of 1st installment with the approval of HOD|DEAN|DIRECTOR).
- C. 2nd Instalment (100% of balance amount) (As per the offer letter)

Late Fee Period - 7–15 days after due date (Applicable fine as per section 6)

6. Late Fee & Penalty

- A grace period of 7 days may be allowed for payment after the due date.
- Payments made beyond the grace period will attract a **late fee of 0.5% per week** (on tuition fee).
- In case of continued default, the student will be barred from attending classes or examinations until dues are cleared.

7. Mode of Payment

Students may pay their fees through:

- Online payment via the institutional ERP portal (UPI / Credit / Debit Card / Net Banking)
- Bank transfer or NEFT to the designated institutional account

All payments must be accompanied by the student's Name, Registration Number, and Course Details.

8. Refund and Withdrawal Policy

In accordance with UGC Notification on Fee Refund, 2022:

- In case of cancellation of Admission before attending 1st class, Total amount **excluding Registration amount Rs. 40000/- (Non-Refundable)** will be refunded.
- After attending 1st class, **Registration amount (Rs. 40000/- (Non-Refundable) will be deducted** and rest amount (if any) will be refunded.
- After 30 days from 1st Class commencement: **No refund shall be given.**

Refunds, if any, shall be processed within 15 working days of receiving the withdrawal request via email.

9. Revision of Fees

Fee revisions, if any, shall be approved by the Management and communicated at least 3 months prior to the next academic session.

10. Record Maintenance & Audit

All fee transactions shall be recorded in ISME's ERP or accounting software.

The Accounts Department shall conduct monthly reconciliations and prepare quarterly financial statements for review by the Governing Council.

ISME shall undergo an annual audit to verify compliance and transparency in fee collection.

11. Policy Compliance

Non-compliance with this policy by any staff, department, or student shall be treated as a disciplinary matter and may attract appropriate administrative action.