

Handbook
of
Student
Regulations

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STUDENT RIGHTS AND RESPONSIBILITIES CODE

Article 1: Affirmation of the College Rules and Regulations

Image College of Arts, Animation & Technology requires that all students affirm the College's Student Conduct Rules and Administrative Regulations. Affirmation must be confirmed in order for class registration to occur.

The College reserves the right to change or add to its Rules and Regulation at any time. Official information concerning these should be obtained from the Administrative Office, or the College website at <http://www.icat.ac.in>

Article 2: Preamble

The primary purpose of the enactment of the student responsibilities code is to set forth in a clear and concise manner the rules and regulations of conduct expected of those who join this college. Students should always exercise their freedom with personal responsibility.

The College expects all students to obey the law, to show respect for properly constituted authority, to perform contracted obligations, to maintain absolute integrity and high standards of individual honesty in academic work, and to observe a high standard of conduct for the academic environment. In short, a student enrolled in the College accepts the obligation to conduct himself/herself in an adult manner acceptable at an institution of higher education.

Article 3: Jurisdiction of the College

1. College jurisdiction and discipline shall pertain to conduct which occurs on College premises or off-campus and which adversely affects the College Community, including any of its members, and/or the pursuit of its objectives and mission. In addition, illegal conduct off-campus may be prosecuted on campus as a violation of the Student Conduct Code, and students outside of India may be held responsible on campus for violations of the laws of the country where they are visiting/residing.
2. College regulations and procedures shall determine the composition of judicial bodies and Appellate Boards and determine which judicial body, Judicial Advisor and Appellate Board shall be authorized to hear each case.
 - The Office of the Chief Academic Officer oversees the development of policies for the administration of the judicial program and procedural rules for the conduct of hearings. It shall also administer the judicial procedures for all cases of student violation of College academic integrity standards.
 - Decisions made by a judicial body and/or Judicial Advisor shall be final, pending the normal appeal process.
3. The College Security Officers are empowered to enforce these regulations and all applicable laws on campus and on any properties owned, rented, or leased by the College.

ADMINISTRATIVE REGULATIONS

Article 4: Address

Each student is required to keep the Administrative Office informed of his or her official permanent mailing address as well as their local address and contact number. Failure to adhere to this requirement is a violation of the Student Code.

Article 5: Identification Card

The student identification card (the **ID Card**) will be issued to a student. This is a permanent ID card that will serve the student as long as he or she is a registered student at the College.

The ID card serves as official identification as a student of Image College of Arts, Animation & Technology and entitles the owner to a wide-range of services including library privileges, admission to home athletic events, campus cultural events, participation in student-sponsored activities and access to student buildings for which the student is authorized access.

As the official identification of student status, the ID card should be carried at all times. Upon request by a College official, students are required to present their College ID card; non compliance will result in denial of access.

ID cards are non-transferable. Cards that are used illegally will be confiscated and turned over to the Administrative Office. Students accused of lending cards and using another's card will be brought before the Student-Disciplinary Committee.

In the case of loss of the card, a student should obtain a new card by contacting the Administrative office. A charge of Rs.500 will apply for replacement of the card.

Article 6: Communications

As a condition of enrolment, all students are responsible for reviewing, understanding, and abiding by the College's regulations, procedures, requirements, and deadlines and any changes thereto.

It is the student's responsibility to appraise himself/herself of these communication made from time to time irrespective of whether the student is attending or not attending sessions.

Important news bulletins and other details that affect an individual's status and day-to-day life at the College will be communicated via the notice board and *optionally* in the College web site (<http://icat.ac.in>),

Personal calls to the students will not be transferred except in cases of extreme emergency.

Article 7: Building Hours

1. The Administrative section of the College operates from 9.30 am to 4.30 pm, with a lunch break between 1.30pm to 2.00 pm. All other departments, shall be deemed closed at 9:00 p.m. unless otherwise posted, or half hour after the completion of an authorized College event.
2. Students who remain in these facilities after closing hours must have written authorization from the appropriate College official

and must provide it upon the request of a College Security Officer.

3. Students remaining in any College facility after the closing hour without proper authorization will be escorted out of the building and may be subject to Disciplinary action.

Article 8: Student Housing

The College provides Housing facility by outsourcing it to local rental apartment providers. Students must comply with the rules of their local housing and any violation there will be prosecuted on campus as a violation of the Student Conduct Code.

Students must take care of their personal belongings. The college is not responsible for any theft, damage or loss of personal belonging of its students.

Article 9: Mobile Phones

The use of Mobile phones is not permissible inside the campus, except during break time. If anyone is found using the mobile inside the campus during the non-permissible hour the instrument along with the SIM card will be seized and returned only on the payment of a fine of Rs. 500.

Camera Phones, Music Players, External / USB Storage/ Recordable drives are not allowed in the college campus without written permission from the college authorities.

Photography or Videography of college proceeding with out written permission is strictly not permitted. **Any violation will lead to suspension or dismissal with remark of misconduct.**

Article 10: Parking and Traffic Regulations

1. **Vehicle Registration.** All the students are required to register motor vehicles annually with the Administrative Office.
2. **Parking Policy.** Automobile parking on the campus is considered to be a privilege granted by the College. The Administration is aware that there may be a shortage of convenient parking spaces during peak periods in order to make parking as equitable as possible, an effort is made to keep parking regulations reasonable and strictly enforced.
3. Parking is prohibited at all times on the roadways, sidewalks, lawns, grounds, lanes, and portico of the college. The College may have illegally parked vehicles towed away at the owner's expense.
4. **Liability.** The College accepts no liability for loss or damage to a motor vehicle or its contents. This also includes any damage caused by moving or towing.

Article 11: Use of College Names & Symbols

Recognized student committee may use College name and symbols in connection with their programs and activities but the use must be in "good taste". Use of names and symbols on merchandise or products is prohibited, except by arrangement with the Administrative Office. Violation will result in a fine as deemed fit by the College.

Article 12: Student Educational Records

Unless otherwise notified in writing, the College has your permission to release the following directory information upon request: your

name, current address, telephone number, e-mail address, major field of study, dates of attendance, and degree and awards received. The College may also publish your name, major field of study, and e-mail address on its Internet-accessible directory.

You should be aware that - even if you decide to prevent release of your directory information - information **will** be shared within the College for educational and administrative purposes.

STUDENT CONDUCT

Article 13: Applicable Laws, Rules and Regulations

All the relevant State, City laws and the Republic of India apply on the campus and are considered part of the Student Rules and Regulations.

In addition, students should also familiarize themselves with other regulations established by College units in pursuit of its missions including but not limited to College Regulations: Academic and Departmental, College Library, College Motor Vehicle, Hotel and Residency, College Health and Safety and Computing & Information Technology conditions of use statement.

Any offences arising out of any of the laws mentioned above shall be considered proper matters for adjudication before the appropriate College disciplinary body.

Article 14: General Conduct, Rules and Regulations

Any student found to have committed the following misconduct is subject to disciplinary sanctions:

1. **RULES** - Violation of published College policies, rules, or regulations.
2. **DISRUPTION** - Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College

premises. The College reserves the right to determine where cases of disruption of public order should be referred.

3. **RAGGING** - Ragging, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
4. **DISORDERLY CONDUCT** - Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
5. **DEMONSTRATIONS** - Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt schedules and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement.
6. **INJURY TO LIBRARY PROPERTY** - A person is guilty of injury to library property when he or she injures, defaces, or destroys any property belonging to, or deposited in, the College Libraries.
7. **DETENTION OF LIBRARY PROPERTY** - A person is guilty of detaining library property when he or she wilfully detains College Library's property for more than one week following written notice from the library.
8. **COMPUTER ABUSE** - Theft or other abuse of computer time, including but not limited to:

I Use of another individual's identification and password.

- II Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- III Unauthorized transfer of a file
- IV Use of computing facilities to interfere with the work of another student, faculty member or College Official
- V Use of computing facilities and E-mail to send obscene or abusive messages
- VI Use of computing facilities to interfere with normal operation of the College computing system

Any and all computer violations caused by an individual using another student's identification or password are the responsibility of the person who actually commits the violation and the owner of the identification password. Students must take steps to insure that no other individual has access to their computers or College computer account.

- 9. **KEYS/ACCESS CARDS** - Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
- 10. **DOORS-TAMPERING** - Disablement of a locking mechanism or blocking open a door intended to be closed and locked.
- 11. **TRESPASS/UNAUTHORIZED ENTRY** - A person knowingly enters or remains unlawfully in a building, office, residence hall room or any other properties of the College at any time without permission or authorization.

12. **THEFT** - A person is guilty of theft when he or she, knowing property not to be his or her own, takes such property for his or her own use, pleasure, or possession; and, theft of services.

13. **COLLABORATION CODE**

You are encouraged to discuss ideas and techniques broadly with other class members, but not the specifics of assigned problems except as part of group projects. Sharing of code or intermediate designs is expressly prohibited. Violation of this policy is considered proper matters for adjudication before the appropriate College disciplinary body.

It is permissible to use software and materials (bitmaps for example) available from other sources as long as:

- You check with the concern staff *before* using it.
- Acknowledge explicitly which aspects of your assignment were taken from other sources and what those sources are.
- The materials are freely and legally available.
- The material was not created by a student at the College as part of this course this year or in prior years.

All write-ups, reviews, documentation, and other written material must be original and may not be derived from other sources.

14. **DISHONESTY** - Acts of dishonesty, including but not limited to the following:

- I Cheating, plagiarism, or other forms of academic dishonesty.

II Furnishing false information to any College official, faculty member, employee or office.

III Forgery, alteration, or misuse of any College or Official document, record, or instrument of identification (e.g., drivers licenses and passports).

15. FALSIFYING COLLEGE APPLICATION CREDENTIALS -

Students found to have knowingly falsified application information may be subject to suspension, dismissal, or other administrative penalties.

16. FALSIFYING GRADE CHANGES - In addition to any sanctions, which may be imposed by an academic dean, other penalties may be assessed as a result of a Student-Disciplinary committee hearing or plea agreement.

17. FALSIFYING GRADES – A person is guilty of falsifying grades when he or she:

I Submits a falsified universal grade change form to the College

II Submits false grade information of any sort to a College office or department, employer, academic institution, etc.

III Alters any academic coursework and or examinations so as to unjustly affect the grade awarded to that assignment.

18. ALTERING A STUDENT'S REGISTRATION OR STUDENT

DATA - Any student who, for purposes of fraud or misrepresentation, falsifies, forges, defaces, alters, or mutilates in any manner any official College document or representation thereof.

19. **TRAFFIC** - Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
20. **COLLEGE GROUNDS** - Use of College space and grounds by an organization or person without reservation of the space or proper authorization.
21. **JUDICIAL SYSTEM** - Abuse of the Judicial System, including but not limited to:
 - I Failure to obey the summons of a judicial body or College official.
 - II Falsification, distortion, or misrepresentation of information before a judicial body.
 - III Disruption or interference with the orderly conduct of a judicial proceeding.
 - IV Institution of a judicial proceeding knowingly without cause.
 - V Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - VI Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
 - VII Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.

VIII Failure to comply with the sanction(s) imposed under the Student Code.

IX Influencing or attempting to influence another person to commit an abuse of the judicial system.

22. **SMOKING** - Prohibited in all College owned and operated buildings, doorway areas, loading docks, stadiums and outdoor events, and in all vehicles owned and operated by the College. (Also applies to the College provided Residence Hall)

23. **SUBSTANCES** - Use, possession or distribution of narcotics, controlled substances, and/or related paraphernalia except as expressly permitted by law. (Also applies to the College provided Residence Hall)

24. **GAMBLING** - No student shall gamble for money or other valuables on College property or in any College facility.

25. **ALCOHOL** - Use or possession of alcoholic beverages except as expressly permitted by law, and college regulations. (Also applies to the College provided Residence Hall)

26. **IMPAIRED DRIVING** - Operating a motor vehicle while under the influence of drugs or alcohol including but not limited to:

I Operating a motor vehicle while his/her ability to do so is impaired by the improper or illegal use of drugs or the consumption of alcohol; or

II Operating a motor vehicle while in an intoxicated condition

27. **WEAPONS** - Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
28. **ATTEMPT** - A person is guilty of an attempt to violate the Student Rules and Regulations, or to commit a crime, when he or she, with intent to violate or commit same, engages in conduct which tends to affect the violation of such student rule or regulation or the commission of such crime.
29. **COMPLICITY** - A person is guilty of complicity when he or she aids, helps or otherwise assists another in violating any rule applicable to the College.
30. **ASSAULT** - A person is guilty of assault when he or she slaps, kicks, shoves or otherwise strikes another person.
31. **HARASSMENT** - A person is guilty of harassment when he or she
- I. Threatens or intimidates a person creating a rational fear within that person; or
 - II. Engages in a course of conduct or repeatedly commits acts directed at another person which would seriously annoy a rational person; or
 - III. Creates a condition, which endangers or threatens the health, safety or welfare of another person.
 - IV. Physically restrains or detains any other person, or removes any person from any place where he or she is authorized to remain.

32. **SEXUAL HARASSMENT** – A person is guilty of sexual harassment when his or her behaviour involves
- I Unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature.
 - II Submission to or enduring such conduct when rejection is made either explicitly or implicitly a term or condition of instruction or participation in other College activity; or
 - III Submission to, or rejection of, such conduct by an individual used as the basis for making academic or personal decisions affecting an individual; or
 - IV Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive College environment.
33. **PHYSICAL VIOLENCE** - Physical violence or abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
34. **SELF-DEFENCE SPRAY** - Considered physical assault when circumstances do not justify the use of such a device. Misuse also includes dispensing for the purpose of disruption of College operations or events.
35. **STALKING** - Repeated coercive acts or offences which taken singly may be non-threatening, but collectively instil a fear of physical injury or harm. Such a pattern may involve, but is not limited to, the following: phone calls, physical and/or verbal

confrontations, breaking and entering (cars, apartments, etc.),
vandalizing,

36. **ARSON** - A person is liable if, by any act, he or she commits arson by causing a fire or explosion on any College building or property.
37. **CONVERSION** - A person is guilty of conversion when he or she, after having lawfully obtained possession of the property of another, wrongfully transfers, detains, substantially changes, damages, destroys, or misuses the property without the permission of the owner.
38. **MISREPRESENTATION** - A person is guilty of misrepresentation when he or she knowingly perverts the truth for personal gain or favour.
39. **POSSESSION** – A person is guilty of possession when he or she knowingly obtains property, (including abandoned property), without the explicit authorization of the rightful owner.
40. **DESTRUCTION OF PROPERTY** - A person is guilty of destruction of property when he or she:
 - I Destroys, defaces, materially alters or otherwise damages property not his or her own; or
 - II Creates a condition which endangers or threatens property not his or her own.
41. **FALSE REPORTING** - A person is guilty of falsely reporting an incident when he or she conveys information known to be false or without basis to any College Official, faculty member, or employee. **Students are cautioned against putting online**

information that is misleading or not substantiated. Severe action will be taken against those who malign the college name including college's right to legal remedy for defamation.

42. **REASONABLE REQUEST OF A COLLEGE OFFICIAL** - A person is guilty of failure to comply when he or she, knowing or having reason to know that the requesting person is a College official, fails to comply with a reasonable request.
43. **MISUSE OF COLLEGE SUPPLIES OR DOCUMENTS** - A person is guilty of misuse of College supplies and documents when he or she forges, alters, uses without authority, receives without authority, or possesses without authority any College supplies or documents. (College supplies and documents include, but are not limited to, the following: supplies, equipment, keys, records, files, documents, all forms of computer data, and other materials.)
44. **LEAVING THE SCENE** – attempting to flee or unlawfully leaving the area of an accident, crime, or College violation (and/or areas of potential accidents, crimes, or violations). This includes fleeing an area to avoid being questioned, apprehended and/or detained by College Officials, faculty members, or employees and/or law enforcement officers.
45. **FIRE** - Fire alarms and fire fighting equipment are for the protection of building occupants; any tampering with or misuse of this equipment is prohibited and may be punishable in appropriate Civil and/or Criminal Courts. Any time a fire alarm is activated, all people are required to follow the evacuation procedures for their particular building. Occupants must comply with the requests of

Housing staff, Public Safety personnel, or emergency personnel. Any violations will be referred to the appropriate College and/or civil judiciary.

46. **AMPLIFICATION** - Use of amplification/audiovisual equipment in any of the facilities must receive advance approval from the Administrative Office and, if granted, must not interfere with any public, office, library, classroom, or other College related activity. Requests for reduction in volume by staff and/or designee must be complied with upon notification.
47. **MARKETING / PROMOTION ACTIVITIES** - No such activities may take place in the College or College Residency without prior written approval from the college.
48. **DISCRIMINATION** – Based on race, gender, age, sexual orientation, religion, disability or veteran status.
49. **ANIMALS** - Animals are not permitted in any College building at any time.
50. **LAWS** – Violation of Central, State or local law shall be a violation of College Conduct Rules and Regulations. A finding of a violation under this rule does not require proof of a conviction in any non-campus legal proceeding.

SANCTIONS

Sanctions shall be at the discretion of the judicial body and shall be limited only by the rules governing the College disciplinary bodies.

The judicial bodies have the power to institute and/or recommend* the following range of sanctions:

- I Warning.
- II Restitution.
- III Counselling
- IV Loss of privileges
 - a. Removal from College housing facilities.
 - b. Loss of such privileges as may be consistent with the offence committed and the rehabilitation of the student.
- V Disciplinary probation with or without the loss of designated privileges for a definite period of time. The violation of the terms of disciplinary probation or the infraction of any College rule during the period of disciplinary probation may be grounds for suspension or expulsion from the College.
- VI Suspension from the College for a definite or indefinite period of time. *
- VII Expulsion from the College. *
- VIII Community Service
- IX Permanent Transcript Notation – A student transcript will be subject to disciplinary notation for the following reasons:
 - a. Raging
 - b. Other serious violations which may include, but are not limited to, physical violence, weapons possession, drug or alcohol sale,

arson, or any conduct that could lead to the death or physical injury of another person.

If a student is found responsible for Raging, a notation of “**disciplinary sanction**” along with the date the sanction is imposed will remain on his or her transcript permanently.

If a student is suspended from the College for a period of one calendar month or longer, a notation of “**suspension-disciplinary**” along with the date the suspension is imposed will remain on his or her transcript permanently.

If a student is dismissed from the College a notation of “**expulsion-disciplinary**” along with the date the expulsion is imposed, will remain on his or her transcript permanently.

Students who receive a permanent transcript notation for suspension or expulsion will not receive academic credit for that year. In addition, students will be liable for all tuition and fees.

I Such other sanctions as may be approved by the College's judicial bodies

II More severe sanctions will result for repeat offenders.

*Subject to final review of the Office of Chief Executive, or designee, an action that is mandatory if suspension or expulsion is recommended.

ACADEMIC REGULATIONS

Article 15: Leave

- Students should apply for leave only in the prescribed form available in the office and submit the same to the Student Advisor. A Student will not be permitted to enter the class without the consent of the Student Advisor after a leave or permission has been taken.
- When students take short leave (a day or two) they should submit the leave letter either before the leave is taken or on the day of rejoining.
- A medical certificate must be attached with the Leave application if leave is asked for reasons of illness.
- A student will normally be marked absent if he/she is not present in the class 5 minutes after commencement of the session under consideration
- No compensation class will be given to any student in case of absence for a session.
- Leave of more than 3 working days must be requested to the Student Advisor by the respective parent/guardian as mentioned in the Application form.

Article 16: Attendance

- As a matter of security, the College maintains every students entry and exit times to College and its related buildings including but not limited to Labs, Studio, Auditorium (internal & external), Hostel, cafeteria and any other location which is used for the College Activity.

It is mandatory for students to identify them by displaying their ID Cards and signing in the register kept in those locations during entry and exit. Absence of ID card will lead to refusal of entry

- Absence from tests, Guest lectures and other college activities that are deemed mandatory will be viewed very seriously if prior permission is not obtained. Leave letters and medical certificates offered, as “excuses” will not be accepted.

Article 17: Dues to college

All certification including course completion, conduct, extra-curricular certificates will be issued only when the students leaves the college on submission of the No Dues certificate.

Article 18: Course Content

The College reserves the right to modify the Programs, Schedule, Curriculum and Course Requirements at any time.

PLACEMENT REGULATIONS

To qualify for Placement the students has to fulfil the following requirements:

1. Must have completed all sections of the course with no arrears at the time of placement.
2. Secured an overall grade of B or higher.
3. Must have completed the project work assigned by ICAT and is ready with the Show reel.
4. The student has secured a conduct of Good or Higher from the Technical and Administrative department
5. The student has paid all fee on time

Students are requested to fully cooperate with the Placement officials and give their feedback after attending every interview. If a Student short-listed for a particular interview and is unable to attend the interview, explanation in the prescribed format has to be furnished.

The Placement cell and the management of ICAT reserves the right to short list the candidates based on their technical, communication and other skills required for the job and company under consideration. The placements will be offered anywhere in India.

Although the Student's academic background and performance at ICAT play an important role in the nature of assignment and organization offered by ICAT, it is the employee's prerogative to offer a job. ICAT's responsibility ends when a student is sent for an Interview.

FINANCIAL REGULATIONS

Article 19: Payment of Tuition and Fees Regulations

The College has a student invoicing system, which provides specific and complete information about all charges, payments, and authorized deferments. It also displays the various student status information used to determine the bill. Highlights of the system are outlined below:

1. Students will receive two statements of account each year. The first statement will be mailed to your permanent address approximately two months from the date of commencement of the program. Tuition, fees and other College charges assessed on the first account statement will be due upon receipt and are considered late if not paid by the Due date appearing on your statement. The remaining statement will be mailed to your permanent address approximately five month from the date of commencement of the program.
2. Each account statement will list the amount due the College. Any unpaid charges from the previous statement will be brought forward, and additional charges, payments, and credits will be shown. The statement will also include in the calculation of the amount due any authorized deferments.
3. A Rs.500 late processing fee will be charged to any student attempting to register for the first time on or after the first day of classes.

4. Failure to pay the amount due by the penalty date will result in the automatic assessment of a late payment fee of Rs.500 each time the account is billed. **This fee is nonnegotiable and must be paid.**
5. Students should apply early for any financial aid that they expect to use to pay their College bill.
6. It is the student's responsibility to college bills from the Administrative Office. Bills will not mailed.
7. All payments should be made by DD payable to ICAT, Chennai. Personal checks are not accepted.

Article 20: Fees Refunds

When a student registers it is specifically understood that he or she will pay in full for all charges assumed at registration. **Failure, absence from class or inability to attend class does not change the payment due or entitle the student to a refund.**

Article 21: Drop out

If a student is absent from college for duration of more than 2 continuous weeks without permission from the college, or fails to inform the college about his absence from College with a period of 2 week from the day of absence in writing, the student will be deemed a dropout. Student who dropout will not receive any fees refund.

Article 22: Refund on Withdrawal

To withdraw the student must complete the withdrawal form available with the administrative office and submit the same to the

administrative office. The date the form is received will be the effective date of cancellation.

Students who officially withdraw from the College within two weeks following the first day of college in any semester will receive a 100% refund for tuition, caution and library fees; **however admission fees will not be refunded.**

Students who officially withdraw from the College after two weeks will normally not be given refund, in exceptional case, as decided by the Chief Academic Officer a partial prorated refund of tuition may be given provided the courses have not been completed.

Article 23: Unpaid College Accounts

A student with an unpaid and overdue College account will not be permitted to attend class for the following semester.

Article 24: Penalties

No student is eligible to receive a Diploma, Degree or Certificate until all charges due to the College including but not limited to charges for damaging property or to any of its related divisions are paid in full and all College property has been returned in acceptable condition.

If a student is dismissed from the College or any of its related divisions for causes other than academic deficiency, all fees paid or to be paid shall immediately become due and payable.

The College reserves the right to change or add to its fees at any time. Official information concerning tuition and fees and their payments should be obtained from the Administrative Office, or the College website at <http://www.icat.ac.in>

FURTHER READING

In addition to this document, the student must also reference the following documentation;

- University of Wales Academic regulation
(<http://www.wales.ac.uk/resources/documents/AcademicRegulations2008-09.doc>)
- University of Wales Guidance on Assessing and Examining Students
(<http://www.wales.ac.uk/resources/documents/guidanceonassessingandexaminestudents.doc>)
- Interim Verification And Appeals Procedure
(<http://www.wales.ac.uk/resources/documents/InterimVerificationandAppealsProcedure2008-2009.doc>)
- Unfair Practice Procedure
(<http://www.wales.ac.uk/resources/documents/UnfairPracticeProcedure2008-2009.doc>)
- ICAT Program Specification Document
- Handbook of Academic Regulations

All these documents are available on the college website