

ADMISSION POLICY GUIDELINES (2021-2022)

(SECOND YEAR AND THIRD YEAR DEGREE – Aided & SFC)

A. FEES RELATED

1. PAYMENT OF FEES

Students are required to pay their fees to complete the admission procedure.

Students can apply for **Government Scholarships** for financial assistance. Please check College website/Scholarship Notice Board for details.

2. MODE OF PAYMENT

Students can pay the Admission Fees through **DEBIT CARD, CREDIT CARD, NET BANKING or UPI**

*Payment through **NEFT not supported.**

3. FOREIGN STUDENT

SY and TY 'Foreign students' status cannot be changed as they are registered as 'Foreign Students' by the University of Mumbai and hence are required to pay the special category fees (five times higher). Please note that these students **cannot change/leave the college and go elsewhere**. There is no **FEE WAIVER** as per guidelines from University of Mumbai.

B. DOCUMENTS RELATED

1. REGULAR STUDENTS

Students should **upload clear and correct grade card copy for admissions.**

Students who have not completed SOP will not be given admission till a clearance note given by the SOP incharge.

Eligibility students from other than Mumbai Board whose eligibility is not yet confirmed by the University of Mumbai will be given Provisional Admission only.

Students who have **lost/misplaced their Grade cards** have to **apply for a Duplicate Grade card with an F.I.R. and Affidavit** stating the details of the lost marksheet and the need to apply for a Duplicate marksheet.

TYBCOM selection of students for Applied Component subject (Direct and Indirect Tax) shall be on the basis of merit of all semesters (only 50 seats). Students with **ATKT** will have to opt only for Marketing Research and Export Marketing.

2. A.T.K.T STUDENTS

Students who failed in more than two subjects (INCLUDING INTERNALS/PROJECTS) and those who have ***ATKT in FY as well as SY are NOT ELIGIBLE FOR ADMISSION TO HIGHER CLASS.**

*Whereas students with failure in one or two subject/s in a semester are eligible for admission.

3. STUDENTS UNDER UNFAIR MEANS

Students under Unfair means will be provided admission only after the case has been attended / resolved and the letter issued to them by the Unfair Means Committee.

4. CHANGE OF COLLEGE

Students should adhere to the following procedure:

- a. Should fill in a withdrawal form available in the college website and also mail it to info@st.andrewscollege.ac.in
- b. **Apply for NOC** online by sending a request to the above email with copy of all marksheet and contact details Operator.
- c. Once you come to college to collect the NOC then please **Return the College ID card as well as College Library card** if received.
- d. Get a **clearance receipt** from the College Accounts Department and College Library.
- e. **Apply for the documents** required by the Admitting College.

*Please note:

Any false information or uploading incorrect documents in the Admission Form is liable for cancellation of admissions.

If any student has already cancelled admission before the Pandemic/Lockdown, then he/she is no longer a student of St. Andrew's College.

***Separate dates for Admission will be announced for outsiders** (students from other colleges).

***Any further queries** regarding Admission procedures **OTHER THAN PAYMENT OF FEES** can be mailed to the following email id: studentservices@standrewscollege.ac.in

12 June 2021
