

Fee Waiver Application Status

| | |
|---------------------------|--|
| Student Name: | |
| Roll Number: | Category: (Below 1 L, Below 2.5 L or Above 2.5 L) |
| First Review Remarks: | |
| Second Review Remarks: | |

Status Of Application :

Signatures Of the Committee Members :

1.

2.

3.

FEE-Waiver Check List

- Application (Refer Page 1/8 to 3/8)
- Affidavit (Refer Page 4/8)
- Schedule – A (Refer 5/8 to 8/8)
- Income Affidavit (page 4/8) and Schedule A (page 8/8) must be signed by Tehsildar/ SDM (or above rank) /competent authority authorized by State/ UT Government. Pages from 4/8 to 8/8 must be stamped.
- Income Certificate Original (Refer Notice 1/2) point 6(c)
- ITR Acknowledgment and ITR Intimation (Refer Notice 1/2)- point 6(d)
- Family Members Aadhar card details (Refer Notice 2/2) point 6(e)
- Sibling Income (Refer Notice 1/2)- proof or Siblings Id Card (If studying)
- More than one family income certificate is not acceptable
- All relevant details should be filled, family members' names, all Sibling details, income sources etc.
- No overwriting / blanks in the application form. In case not applicable, write NA.
- In case of revision of the Fee Waiver Category, the entire application has to be resubmitted.

Check list for Gross Family Income (without deductions) up to Rs 2.5 lakh

| Sl. No | Check List Document | Yes/No |
|--------|--|--------------------------|
| 1 | Application | <input type="checkbox"/> |
| 2 | Affidavit | <input type="checkbox"/> |
| 3 | Schedule – A | <input type="checkbox"/> |
| 4 | Income Certificate Original | <input type="checkbox"/> |
| 5 | Aadhar card copy of all siblings | <input type="checkbox"/> |
| 6 | Sibling > 18 years and currently studying: ID card/marks list of the previous year currently working: ITR of the previous financial year unemployed: 0-ITR of the previous financial year | <input type="checkbox"/> |
| 7 | Mother's name (along with father's name) should be included in the Income certificate. Otherwise, the mother's ITR is to be submitted. | |

7. Check list for Gross Family Income (without deductions) above 2.5 lakh and up to 5 Lakh

| Sl. No | Check List Document | Yes/No |
|--------|--|--------------------------|
| 1 | Application | <input type="checkbox"/> |
| 2 | Affidavit | <input type="checkbox"/> |
| 3 | Schedule – A | <input type="checkbox"/> |
| 4 | Income Certificate Original | <input type="checkbox"/> |
| 5 | ITR Acknowledgment and ITR Intimation of both parents | <input type="checkbox"/> |
| 6 | Aadhar card copy of all siblings | <input type="checkbox"/> |
| 7 | Sibling > 18 years and currently studying: ID card/marks list of the previous year currently working: ITR of the previous financial year unemployed: 0-ITR of the previous financial year | <input type="checkbox"/> |
| 8 | Mother's name (along with father's name) should be included in the Income certificate. Otherwise, the mother's ITR is to be submitted. | |



INDIAN INSTITUTE OF PETROLEUM AND ENERGY, VISAKHAPATNAM

OFFICE OF DEAN (STUDENTS AFFAIRS)

No.: IIPE/DSW/Fee Waiver(1st Year)/2025-26

Date: 11.08.2025

NOTICE

APPLICATION FOR REMISSION OF TUITION FEE FOR THE ACADEMIC YEAR 2025-26 FOR B.TECH 1st Year STUDENTS

Applications are invited in the prescribed format from the students of B.Tech for remission of Tuition Fee for the academic year 2025-26. The total income of the family from all sources for the financial year 2024-25 will be considered for remission of the Tuition Fee for the academic year 2025-26. The students whose family income is not more than Rs. 5 lakhs per annum are eligible to apply. The students whose family income is less than Rs. 1 lakh per annum shall get full remission of the Tuition Fee and whose family income is between Rs. 1 lakh to Rs. 5 lakhs per annum shall get remission of 2/3rd of the Tuition fee.

Eligibility Criteria: - Remission of Tuition Fee.

1. Annual Family Income (**Gross, before any deductions/ exemptions under the provisions of income tax etc.**) from all sources should not be more than Rs. 5,00,000/- (Rs. Five Lakh only) for availing Tuition Fee Waiver.
2. Annual Family Income includes income of both the parents, earning unmarried Siblings, and the student from all sources. In case of death of any one parent, death certificate is necessary to be attached. The details of the guardian are to be filled only when the Father and Mother of the student are not alive. In Case of Married Siblings, Marriage Certificate is to be provided.
3. In case of separation of parents – the necessary documents to this effect are also required.
4. SC/ST/PWD students need not apply, as they are exempted for payment of tuition fees.
5. Student should have a minimum of 6.0/10.00 CGPA in the previous academic year. Students who have a active backlogs/year back in the previous academic year will not be considered for fee waiver. (Not Applicable for 1st Year Students). Fee-Waiver will not be given twice for the same academic Year.
6. Following documents need to be submitted to avail the tuition fee waiver: (Please read carefully)
 - a. Original Application Form in prescribed format duly ink signed (not scanned signature) by the student and both parents/ guardian. **Fee-Waiver Check-List form must be included at the top of the application.**
 - b. Income Affidavit to be submitted on **Non-judicial Stamp Paper of Rs. 100/-** along with **Schedule-A** for statement of annual gross family income in the prescribed format, duly signed in the presence of a **Tehsildar/SDM(or above rank)**. **Tehsildar/SDM(or above rank) signature required on Page 4 and Page 8 of the affidavit, and seal is mandatory on Page 4 to Page 8 of the affidavit.** The Affidavit and Schedule-A for statement of annual gross family income in the prescribed format should be jointly signed by the student and his /her parents. All the columns of the forms must be filled, even it is NIL/NA, otherwise the application is liable to be rejected. Corrections and re-writes are not acceptable in the affidavit.
 - c. Family Income Certificate for the **financial year 2024-25 (i.e. signed on or after 01.04.2025 or valid in the FY 2024-2025)** duly signed by the competent authority authorized by State/ UT Government (Revenue Officer not below Tehsildar or issued by a state assigned government body that can be verified) in the format prescribed by State/ UT Government. **The family income certificate signed by Notary Public/ Chartered Accountants in the form of Affidavit, is not accepted. Family Income Certificate should include the name of the student, father, mother, and any unmarried earning siblings. If multiple family income certificates are submitted, the application will be rejected. If Siblings or one of the parent name is not present in the Income Certificate, then their ITRs can be submitted.**
 - d. Students with a gross family income (before any deductions) exceeding Rs 2.5 lakhs, must submit the copies of **ITR Acknowledgement** and **ITR Intimation** for the financial year (F.Y.) 2024-25 (Assessment Year (A.Y) 2025-26) of both the parents, and Siblings who are more than 18 years.
 - e. Aadhar Numbers of student and his/her parents, brother(s), sister(s) are mandatory. Submission of Aadhar card copy of unmarried siblings is mandatory. In case the sibling is studying, valid supporting documents such as Student ID Card mentioning academic year or Mark sheet for the FY 2024-2025 is to be submitted. In case of employed sibling, ITR acknowledgement and intimation is to be submitted. In case of unemployed sibling, zero income ITR to be filed and acknowledgement and intimation is to be submitted.

• **Rule for Tuition Fee waiver**

- (i) It is mandatory to submit the application in the prescribed format in original, duly ink signed (not scanned signature) by the students and the parents / guardian along with all required certificates / documents within the deadline.
- (ii) Income Tax Return (ITR) should be for the period 01.04.2024 TO 31.03.2025 i.e. Financial Year (F.Y) 2024-25 (Assessment Year (A.Y) 2025-26). Temporary acceptance is given only for the applications for which only the ITR intimation is pending.
- (iii) Income Certificate must be issued on or after 01.04.2025 and signed by the competent authority authorized by State/ UT Government (Revenue Officer not below Tehsildar or issued by a state assigned government body that can be verified) in the format prescribed by State/ UT Government. **The family income certificate signed by Notary Public/ Chartered Accountants in the form of Affidavit is not accepted.**
- (iv) The applications /documents received **beyond the deadline will not be accepted**, and such claim will be summarily rejected. Therefore, the students are advised to get the documents prepared in advance to avoid any delay in submission of the applications along with the required documents.
- (v) Incomplete applications/applications with mismatch data will be summarily rejected. If a student's fee-waiver application is marked as pending, rejected, or temporarily accepted (ITR intimation pending), they must pay the tuition fees as per the institute's schedule. The student can apply for a reimbursement once his/her application is approved.
- (vi) Students involved in any indisciplinary activities or involved in ragging will not be eligible for applying fee waiver. Strict disciplinary action will be taken if any forgery/wrong information is provided in the application.
- (vii) Income Certificate without the signature of a Revenue officer of rank SDM/ Tehsildar (or above rank) or a state assigned government body, will not be considered.
- (viii) Family Income Certificate should contain the Income of all family members viz. father, mother, earning unmarried brother (s) & earning unmarried sister (s) of the family. If the income certificate does not include both the parents' or unmarried earning siblings' names, their ITRs acknowledgement and intimation should be submitted.

Last date for receipt of applications by post: -

The duly filled application along with all the relevant documents/ Annexures (as stated above) should reach the office of the Dean (Students' Affairs) by Speed post/ Registered post/by hand, to the following address on or before **11th Sep 2025**.

Address: The Administrative Office
Indian Institute of Petroleum and Energy
2nd Floor, Main Building
AU College of Engineering
Visakhapatnam – 530003

The envelope should be superscripted “**Application for remission of Tuition Fee for AY 2025-26**”

Under no circumstances the hard copy of the application complete in all respects, for remission of Tuition fee for the academic year 2025-26 will be accepted beyond **11th Sep 2025**.

Associate Dean (Students Affairs)

Encls: - (i) Application form,

(ii) Income affidavit along-with ‘Schedule-A’

(iii) FEE-Waiver Check List

Format for Application Form to avail Tuition Fee Waiver for the AY 2025-26
(to be submitted along-with prescribed affidavit)
(All fields MUST be filled) /Not Applicable for SC/ST/ PWD

| S. No. | Particulars | Value (to be filled-in by the student) | | |
|--------|---|--|---------------------|---|
| 1. | Name of the student (in block letters) | | | |
| 2. | Admission No | | | |
| 3. | Application is for tuition Fee waiver under which category (<i>Below 1Lakh</i> or <i>Above 1L</i>) | | | |
| 4. | Name of the Department | | | |
| 5. | Course & Branch | | | |
| 6. | Present Semester | | | |
| 7. | Previous Academic Years CGPA | Not Applicable for First Year Students | | |
| 8. | Student's Mobile number (s) | | | |
| 9. | Student's Institute E-mail ID | | | |
| 10. | Category (Gen/OBC) | | | |
| 11. | Particulars of employment | Mother | Father/ Guardian | Unmarried Brother(s)/ Sisters (s) |
| | (a) Name | | | |
| | (b) Salaried Class (Parent/guardians/ brother/ sister who are in service either Govt./Semi Govt/Private or others (Please mention) | | | |
| | (c) Pensioner/Family pension | | | |
| | (d) Non-Salaried Class Please specify the nature | | | |
| 12. | Whether getting /applied for any other Scholarship (Yes/No). If yes, Give details | | | |
| 13. | Nationalized Bank Account Number of the student and IFSC Code – | Account No. IFSC Code: | | |

Student's Signature

Name:

Mobile No.:

Father's/Guardian's Signature

Name:

Mobile No.:

Mother's Signature

Name:

Mobile No.:

14. Assessment of Gross Annual income of family from all sources for the Financial year 2024- 25, i.e, Assessment year 2025-26 (All the fields are mandatory, even it is nil – to be filled by the student as Nil)

| S.No. | Particulars | Father/ Guardian | Mother | Student & Unmarried Brother(s)/ Sister (s), |
|-------|---|------------------|--------|---|
| A. | Full Name | | | |
| B. | Income Tax PAN | | | |
| C. | Aadhar No. | | | |
| D. | Agriculture Income (Para I) | | | |
| E. | Income from Property (Houses, Buildings, House Sites, etc) (Para II) Please specify. | | | |
| F. | Income from Business (para III) | | | |
| G. | Gross Income from Salary (para IV) | | | |
| H. | Income from other sources (interest / dividend/ part-time occupation/Agency (para V) Please specify | | | |
| I. | Gift etc. | | | |
| J. | Total Gross Income for 2024-25 | | | |
| K. | Total Gross Family income for F.Y. 2024-25 | | | |

DECLARATION

We hereby undertake and certify that the information provided in this form, Income Affidavit and Family Income Certificate are true and correct. We understand that in the event of any information being found false, misleading or incorrect, or ineligibility to receive the benefit of tuition fee waiver being detected during or after completion of my program at institute, or any of the personal information furnished in support thereof is found incorrect, we shall have no any objection whatsoever, against the action taken by the Institute in the matter, in accordance with by-laws and provisions of IIPE Visakhapatnam.

We further undertake that during the course of availing the fee waiver, whenever there shall be any change in the income of my family, we shall keep the Institute authorities informed and shall abide by its further decision on my eligibility to receive the benefit of fee waiver.

Further we understand that remission of Tuition fees if awarded to my son/ daughter, is liable to be withheld or discontinued at the discretion of the authorities of the IIPE Visakhapatnam without assigning any reason. If subsequently (after award of remission of Tuition fees) it is found that he/she has been granted any other Scholarship/ Stipend/ Financial Assistance etc. by any Govt./ Non-govt. organizations for the same period, we shall bound to refund the whole amount of Scholarship/ Free studentship/ Stipend/ Financial Assistance etc. to the scholarship awarding authority immediately. We shall also be personally responsible for the refund of the Scholarship/ free Studentship amount (paid to my son/ daughter by the Institute) in the event of any information in this declaration and also in the enclosed application form, being proved incorrect later on.

We hereby attach documents as follows: -

- Income Affidavit including Schedule A in the prescribed format (instructions mentioned therein) duly filled in.
- Income Certificate must be issued on or after 01.04.2025 and signed by the competent authority authorized by State/ UT Government (Revenue Officer not below Tehsildar or equivalent) in the format prescribed by State/ UT Government. **The family income certificate signed by Notary Public/ Chartered Accountants in the form of Affidavit, is not accepted.** The income certificate should be duly signed by the competent authority authorized by State/ UT Government (Revenue Officer not below Tehsildar or issued by a state-authorized government body that can be verified in the format prescribed by State/ UT Government.
- Income Affidavit (page 4/8) and Schedule A (page 8/8) must be signed by Tehsildar/ SDM (or above rank) /competent authority authorized by State/ UT Government. Pages from 4/8 to 8/8 must be stamped.
- Copies of detailed ITR Computation for the financial year 2024-25 (Assessment Year 2025- 26) of both parents with verified copies of acknowledgements where the individual income exceeds the threshold limit as per Income Tax Rules.

Note : If required, the administration may ask for bank statements and other relevant documents to establish the income and other particulars mentioned in the affidavit.

Student's Signature

Name:

Mobile No.:

Father's/Guardian's Signature

Name:

Mobile No.:

Mother's Signature

Name:

Mobile No.:

INCOME AFFIDAVIT

(To be submitted on Non-judicial Stamp Paper of Rs. 100/- and sworn in before a 1st Class Magistrate)

Declaration of income of Family for the financial year (ending on 31st March, 2025) for purposes of Tuition Fee Waiver at Indian Institute of Petroleum and Energy.

We/I _____ Parents/Guardians _____ of
Shri/Kumari _____ (student's name) _____ Admission
No. _____ presently residing at _____
(parent's address) solemnly affirm and declare as follows:-

1. That my son/daughter/dependent Shri/Kumari _____ who has applied for Tuition Fee Waiver at Indian Institute of Petroleum and Energy, Visakhapatnam is studying in _____ (here give the name of Program) having Admission No. _____ at Indian Institute of Petroleum and Energy, Visakhapatnam.
2. That our **gross total annual family income** in the preceding financial year ending on 31st March, 2025 was Rs. _____ as per details furnished in the Schedule-A here under written, we also affirm that particulars of property held by us is as shown in the Schedule-A and that we have correctly indicated the amount on various taxes and land revenue paid by us. We make ourselves personally responsible for the accuracy of the facts and figures furnished.
3. That the statements made in the foregoing paragraphs are true and correct to our knowledge and belief.
4. That the particulars of PAN number, Aadhar number of family member is as under:

| S.No | Particulars | Father/ Guardian | Mother | Student | Unmarried Brother (s) /Sister (s) |
|------|----------------------|---------------------|--------|---------|---|
| 1 | Name | | | | |
| 2 | Aadhar Number | | | | |
| 3 | Income Tax PAN No | | | | |

5. That we further undertake that in the event of the particulars given in this declaration being found false, we shall refund to the Director, Indian Institute of Petroleum and Energy, Visakhapatnam DOUBLE the amount of the Fees of the said student and the institute shall be free to take any disciplinary action against the said student including expulsion of the students from the Institute and the Institutes decision shall be final and binding on me/us.

Encl: Schedule "A" (*Statement of Annual Gross Total Family Income*)

Student Signature: _____ Father's/Guardian Signature _____ Mother's Signature _____

Name: _____ Name: _____ Name: _____

Sworn before me this _____ day of _____ 20__ and signed.

Seal with date _____

Signature of SDM/ Tehsildar (or above rank)

SCHEDULE- A

Statement of Annual Gross Total Family Income of (Student Name and Admn. No) Son/Daughter of(Fathers' name) is Rs. for the period 01.04.2024 to 31.03.2025 (Financial Year (F.Y) 2024-25) i.e. Assessment Year (AY) 2025-26.

FILLING ALL THE COLUMNS OF ALL THE TABLES IS MUST EVEN IT IS NIL OR NOT
APPLICABLE

Application once rejected for non-filling of required data will not be further entertained

I. Agriculture Income of both Parents or Guardian and Unmarried Brother(s)/Sister(s):

| Extent of Land held and Income | (a) Independently as owner | (b) Jointly as owner | (c) Independently as tenant |
|---|----------------------------|----------------------|-----------------------------|
| (i) Name of the land Owner | | | |
| (ii) Area of land | | | |
| (iii) Village | | | |
| (iv) Survey No. | | | |
| (v) Land Revenue Assessment | | | |
| (vi) Annual agricultural Income 2024-25 | Rs. | Rs. | Rs. |

In case of multiple land and/or different owners, please provide details in separate sheet.

II. Property held and income (Houses, Shops, Buildings, House sites etc.) in the name of father/mother/student/Unmarried brother(s)/sister(s) concerned. If residing in rental accommodation, please also provide the required information. (Please specify Own House/Combined family property / Residing on Rental Accommodation)

- Please Tick : (OWN House) (Rental House)**
- (a) House No. _____
- (b) Street/Road _____
- (c) Village/Town/City _____
- (d) Area of House/Site _____
- (e) Rent derived if any (Per annum)_____
- (f) Monthly rent paid in case of residing in rental accommodation _____
- (g) House Tax Rs. _____
- (h) Sanitary cess or other Rs. _____
- (i) Net Annual Income (2024-25) Rs. _____

Whether the whole or part of land has been given out to tenants. If 'yes' provide detailed particulars of the same.

Student Signature:

Name:

Father's/Guardian Signature

Name:

Mother's Signature

Name:

III. Income from Establishment/Shops/Business in the name of father/mother/student/Unmarried brother(s)/sister(s) concerned (including commercial vehicle) :

- (i) Name of the Owner _____
- (ii) Proprietorship/ Partnership _____
- (iii) Name and Address of shop _____
- (iv) Nature of Trade _____
- (v) Shop Registration/ License no _____
- (vi) GST Registration no _____
- (vii) GST and Income Tax paid Rs. GST _____ Income Tax _____
- (viii) Annual Income from Shop/Establishment(2024-25)Rs. _____

IV. Salary drawn: (FY 2024-25)-Must fill all the particulars even if it is not applicable.

| <i>S.No</i> | <i>Particulars</i> | <i>Father/Guardian</i> | <i>Mother</i> | <i>Unmarried Brother(s)/Sister (s)</i> |
|-------------|--|------------------------|---------------|--|
| 1 | Name of the Employee | | | |
| 2 | Name of the Employer | | | |
| 3 | Office/Unit in which working and designation | | | |
| 4 | Complete Office Address with Pin code | | | |
| A | Annual Pay for 2024-25 without deduction of Income Tax | | | |
| B | Special Pay/Bonus. | | | |
| C | Deputation allowance and honoraria | | | |
| D | Other Allowances like house rent allowance, CCA etc | | | |
| E | Total of (A), (B) (C) and (D) | | | |
| F | Amount of contribution to Provident Fund | | | |
| G | Payments towards LIC/CTD | | | |
| H | Total of (F) and (G) | | | |
| I | Other benefits rent free accommodation and other perquisites | | | |

Student Signature:

Father's/Guardian Signature

Mother's Signature

Name:

Name:

Name:

V. Other source of Income during Financial Year 2024-25:

| S.No | Particulars | Father/ Guardian | Mother | Student | Unmarried Brother (s)/ Sister (s) |
|------|--|---------------------|--------|---------|---|
| 1 | Income from subsidiary industries part-time occupation | | | | |
| 2 | Amounts drawn as wages | | | | |
| 3 | Interest earned | | | | |
| 4 | Dividend Received | | | | |
| 5 | Commission | | | | |
| 6. | Any other Income Must specify | | | | |
| | Total | | | | |

VI. Particulars of Vehicles (two/four-wheeler) owned by student and family members. Provide the following details:

| S.No | Particulars | Father/ Guardian | Mother | Student | Unmarried Brother (s)/ Sister (s) |
|------|------------------|---------------------|--------|---------|---|
| 1 | Owner Name | | | | |
| 2 | Vehicle Type | | | | |
| 3 | Make and Model | | | | |
| 4 | Registration No. | | | | |
| 5 | Year of Purchase | | | | |

Student Signature:

Father's/Guardian Signature

Mother's Signature

Name:

Name:

Name

VII. Assessment of Gross annual income of family from all sources for the FY 2024-25:

| S.No | Particulars | Father/ Guardian | Mother | Student | Unmarried Brother (s)/ Sister (s) |
|------|--|---------------------|--------|---------|--------------------------------------|
| 1 | Full Name | | | | |
| 2 | Agriculture Income (para-I) | | | | |
| 3 | Income from Property (Houses, Buildings, House sites etc.) (para-II) | | | | |
| 4 | Income from Business (para- III) | | | | |
| 5 | Income from Salary (para- IV A to E) | | | | |
| 6 | Income from othersources (Interest/ Dividend/ Part-time occupation) (para-V) | | | | |
| 7 | Total gross family Income for FY 24-25 | | | | |

VIII. Total Gross family income as per ITR for the financial year (F.Y.)2024-25(Assessment Year (AY 2025-26) (attach copy of ITR):

| S.No | Particulars | Father/Guardian | Mother | Student | Unmarried Brother (s)/ Sister (s) |
|------|---|-----------------|--------|---------|--------------------------------------|
| 1 | Name | | | | |
| 2 | Income Tax PAN No | | | | |
| 3 | ITR Acknowledgement no | | | | |
| 4 | Date of submission of ITR | | | | |
| 5 | Gross total income | | | | |
| 6 | Taxable income | | | | |
| 7 | Exempted Income viz. agriculture income etc. | | | | |
| 8 | Tax Paid | | | | |

Certified that the statements made in the above paragraphs are true and correct.

Student Signature:

Father's/Guardian Signature

Mother's Signature

Name:

Name:

Name:

Note:

- (1) The Income Affidavit to be submitted on Non-judicial Stamp Paper of Rs. 100/- and sworn in before a 1st Class Magistrate who would also affix his/her signature and seal on the income Affidavit and Schedule-A page 9/9.
- (2) Total income of the family should include income of Student, his/her father & mother, unmarried brother(s) and unmarried sister(s). The details of the Guardian are to be filled only when the Father and Mother of the student are not alive.
- (3) Family Income covered all sources i.e. salary, agriculture, business, profession etc. In the case of salaried class, basic pay, Dearness Allowance, CCA, and other allowances are to be included.

Sworn before me this _____ day of _____ 20__ and signed.

Seal with date _____

Signature of SDM/ Tehsildar (or above rank)