



Ref. No. F.100/22/SPA/AE-2023

Date: 30th January, 2023

CIRCULAR

FEE PAYMENT GUIDELINES FOR NEW PG ADMISSION -2023-24 (SELECTED CANDIDATES)

The selected candidates required to pay the fees & other charges, as per the fee notice uploaded on the website, **online** at spa.ac.in (through SBI Collet) to the School of Planning and Architecture, New Delhi. **If fees and deposits are not paid by the scheduled date, the selection will be treated as cancelled.**

The fee payment is to be made through the following mode:-

*Online Payment (SBI Collect) through SPA website (www.spa.ac.in).

1. BY VISITING SBI COLLECT WEBSITE www.onlinesbi.com. Selecting NCT Delhi, then Educational Institution, then School of Planning and Architecture, New Delhi.

OR

2. By VISITING SPA, NEW DELHI WEBSITE www.spa.ac.in in Fee Payment Link.

LAST DATE FOR PAYMENT OF FEES:- For the last date please refer to list of Selected Candidates on the website.

1. Download the copy of the Receipt of Fee Payment.
2. E-MAIL the copy of Fee Receipt immediately after the fee payment to accounts@spa.ac.in & admission@spa.ac.in with your **name, course** for which selected and **application number**.

RULES FOR REFUND OF FEES

- A) In the event of a candidates withdrawing his/her admission or found ineligible in the verification process **before the beginning** of the academic session **i.e. 04th August, 2023**, the entire fees shall be refunded after deduction of a processing fees of Rs. 5,000/- (Rupees Five Thousand Only).
- B) No refund of fees will be made **(except for the Refundable Security Deposit)** in the event of withdrawal of candidature or cancellation of admission after **04th August, 2023**.

HOSTEL FEES & ALLOTMENT: - For Hostel allotment, new PG students are required to contact Hostel warden. There is limited accommodation in hostel, therefore the seats are allotted Department wise on the basis of merit and fee will be charged only from those students who will get hostel accommodation.

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Assistant Registrar