



योजना तथा वास्तुकला विद्यालय

संसद के एक अधिनियम के तहत एक "राष्ट्रीय महत्व का संस्थान" (शिक्षा मंत्रालय, भारत सरकार) इंदरप्रस्थ एस्टेट, नई दिल्ली-110002

SCHOOL OF PLANNING AND ARCHITECTURE

An "Institution of National Importance" under an Act of Parliament
(Ministry of Education, Government of India) Indraprastha Estate, New Delhi -110002

Ref.No.F.100/22/SPA/AE-2024

20th May, 2024

REVISED CIRCULAR

FEE PAYMENT GUIDELINES FOR NEW PG ADMISSION – 2024-25 (SELECTED CANDIDATES)

The selected candidates are required to pay the Fee & Other Charges, as per the Fee Notice uploaded on the website, **online** at spa.ac.in (through SBI Collect) 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 steps:

1. Visit SPA Website <https://spa.ac.in>
2. Click on PAYMENTS Tab on top of the website.
3. Click Online Payment (SBI Collect).
4. Hyperlink will take you to <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
5. On the above said link search for School of Planning and Architecture, National Capital Territory Delhi and select it.
6. Selection will open new page which will be SPA Delhi Page.
7. In Payment Category Select FEE PG- ALL SEMESTERS
8. Fill all the required details including the fees to be paid as per fee notice and click check box for further making of payments.
9. Verify payment details in the next page.
10. Now complete payment by proceeding for payments through Net banking/Debit card/Credit Card/NEFT/RTGS/UPI Etc.
11. Take the printout of the payment for completion of the payment process.
12. After making payments scanned copy of the same needs to be sent to admission@spa.ac.in

RULES FOR REFUND OF FEE

- (A) In the event of the candidates withdrawing his/her admission or found ineligible in the verification process before the beginning of the academic session **i.e. 29th July, 2024**, the entire fee shall be refunded after deduction of a processing fees of Rs.5000/- .(Rupees Five Thousand Only).
- (B) No refund of fee will be made **(except for the Refundable Security Deposits)** in the event of withdrawal of candidatures or cancellation of admission after **29th July, 2024**.

HOSTEL FEES & ALLOTMENT: For Hostel allotment, new PG students are required to contact Hostel Worden. 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.

Sd/-
Assistant Registrar