



## REVISED FEE STRUCTURE FOR SERVICE REQUESTS

Sr No.	Fee Type	Students Residing In India		International Students	
		By Hand at SCDL	By Post in India	In Dollars	In INR
1	Duplicate ID Card / Barcode labels (set of 6)	Rs.100/-	Rs.150/-	US\$ 27	Rs.1300/-
2	Program Change	Rs. 700/-	Rs. 700/-	US\$ 50	Rs.2400/-
3	Re-dispatch of SLM	---	Rs. 500/-	Refer below	Refer below
4	Purchase of SLM (Entire Semester kit)	Rs. 700/-	Rs. 800/-	Refer below	Refer below
5	Purchase of Loose Book/s	Rs. 300/-	Rs. 400/-	Refer below	Refer below
6	CD / DVD	Rs. 150/-	Rs. 200/-	US\$ 28	Rs.1350/-
7	Project Re-submission	Rs. 250/-	Rs. 250/-	US\$ 50	Rs.2400/-
8	Re-submission of ADW / DCW	Rs. 150/-	Rs. 150/-	US\$ 10	Rs.480/-
9	Provisional certificate	Rs.150/-	Rs.200/-	US\$ 28	Rs.1350/-
10	Duplicate copy of Diploma and Marksheet	Rs.600/-	Rs.700/-	US\$ 38	Rs.1800/-
11	Only Duplicate Diploma	Rs.500/-	Rs.600/-	US\$ 35	Rs.1700/-
12	Only Duplicate Final Mark sheet	Rs.150/-	Rs.200/-	US\$ 28	Rs.1350/-
13	Syllabus Charges	Rs.100/-	Rs.150/-	US\$ 27	Rs.1300/-
14	Transcript Fees (per copy) / Student Verification Fees	Rs.150/-	Rs.200/-	US\$ 28	Rs.1350/-
15	Fee Receipt ( Duplicate)	Rs.100/-	Rs.150/-	US\$ 27	Rs.1300/-

### SELF LEARNING MATERIAL (SLM) REDISPATCH

SLM will be dispatched to the students semester wise and subject to admission status / program fee payment of the respective program. First Sem SLM is dispatched to the student on allotment of Reg. No.

Please note, if SLM returns back to SCDL due to the reason incomplete address, left, not claimed, house locked or any other reason that SCDL holds valid towards non-dispatch of returned SLM, SCDL will not be responsible for re-dispatch of same. At SCDL, the returned SLM / loose book can be collected for free of cost by hand.



# SYMBIOSIS CENTRE FOR DISTANCE LEARNING

For the 'Re-Dispatch Request Overseas', the International student/s has/have to contact SCDL to know the re-dispatch charges, through email. The stores dept. will confirm the dispatch charges with the respective dispatch agency (Private Courier Company /Postal dept.) and then the dispatch charges will be conveyed to the student.

Student must mention his / her reg. no & semester (Subject Name in case of Loose book) behind the DD and attach the Service Request Form to it and post it to SCDL for re-dispatch of SLM / Loose book.

**Disclaimer:** SCDL will not be responsible towards any non-receipt of Hard copy correspondence / SLM by the student due to non-communication of change of address to SCDL.

## **REVALUATION OF PROJECT REPORTS / SUBMISSION / CASE STUDY**

Revaluation request can be forwarded **only for failed project reports / submission / case studies**. Student can send a request for revaluation within one month of evaluation. Student has to send a DD (mention the reg. no and name behind the DD) and Service request form to SCDL for the same.

**Revaluation Fees for Indian Students (Civil/Defence etc): Rs. 500/-**

**Revaluation Fees for International Students: US\$ 35 OR INR Rs. 1700/-**

## **Note: Mode of Payment**

- **Cash:** Cash payment for any of the above would be accepted only at the SCDL Pune Cash Counter. The students are requested not to send any cash Payment towards the same by Post/Courier. SCDL will not be responsible to accept or process any type of fee for such payment sent by the student in Cash though post/Courier.
- **Demand Draft:** The DD has to be in favor of '**The Director, SCDL**' payable at Pune.
- **International Students:** International Students can send MICR DD in dollars / Cashier's Cheque in Indian Rupees, of amount as mentioned above.

## **The envelope should be addressed to:**

SYMBIOSIS CENTER FOR DISTANCE LEARNING.

Symbiosis Bhavan, 1065B,

Gokhale Cross Road, Model Colony,

Pune-411016, Maharashtra, India.

*Students should email their queries related to study material to [studymaterial@scdl.net](mailto:studymaterial@scdl.net)*