

## **Terms & Conditions for Online Admission Portal**

### **Captain Williamson Sangma State University (CWSSU)**

#### **1. Introduction**

These terms govern the use of the online admission portal of CWSSU, including payment processing through BillDesk.

#### **2. Scope of Services**

CWSSU provides online application and admission fee collection via BillDesk gateway.

#### **3. Application & Fee Payment Process**

Applicants must fill the form online, ensure eligibility, and pay the application fee using the available payment methods.

#### **4. Charges and Convenience Fees**

All fees and transaction charges are payable by the applicant as applicable through BillDesk.

#### **5. Payment Acknowledgement & Verification**

Upon successful payment, the applicant receives confirmation via email.

#### **6. Refund & Cancellation Policy**

Application Fee is non-refundable. Other fees paid at the time of admission are refundable as per UGC norms.

#### **7. Admission Confirmation**

Admission is confirmed only after payment verification and document submission.

#### **8. Technical Support and Grievances**

Applicants may contact [cwssu.admissions@gmail.com](mailto:cwssu.admissions@gmail.com) for technical support within 48 hours of any issue.

#### **9. Security & Data Privacy**

CWSSU and BillDesk do not store card data. All transactions comply with RBI and NPCI norms.

#### **10. Dispute Resolution**

All disputes will be resolved as per Indian law and the university's grievance redressal mechanism.

#### **11. Fee Structure and Payment Details**

##### **11.1 PG Application Fee**

The application fee for PG admissions is as follows:

Category	Fee (₹)
General / OBC	400
SC / ST / PwD	200

### 11.2 BillDesk Payment Gateway Charges

The following are the payment gateway charges as per agreement with BillDesk:

Payment Method	Transaction Fee	Tech/MIS Fee	Total Fee	Charged To	Payout Type
Net Banking	₹15	₹5	₹20	Customer	Net
Wallets/Prepaid Cards	1.00%	0.50%	1.50%	Customer	Net
Debit Card - Visa/MasterCard (Up to ₹2000)	0.40%	Nil	0.40%	Customer	Net
Debit Card - Visa/MasterCard (Above ₹2000)	0.90%	Nil	0.90%	Customer	Net
Credit Card - All	1.00%	0.50%	1.50%	Customer	Net
UPI / Debit Card (RuPay)	Nil	Nil	Nil	Merchant	Net

### 12. BillDesk Compliance and Undertaking

CWSSU shall comply with RBI and other regulatory guidelines, not store any sensitive card data, and ensure data privacy. The university shall not engage in any prohibited transactions or services, and agrees to keep all KYC information updated as per BillDesk norms. All payments shall be net of taxes, and all tax deductions will be supported with statutory certificates as applicable.

### 13. BillDesk Compliance & Explanation of Terms

Term / Clause	Explanation
GST and other taxes	Will be charged in addition to fees, wherever applicable.
Payment option approval	Addition of payment methods is subject to approval by individual banks.
Invoice Settlement	All invoiced charges by BillDesk shall be paid by CWSSU within 15 days of invoice.
UPI Mode Recovery	Differential amount from UPI transactions will be recovered monthly via Acquiring Bank.
Processing Fee Base	Based on current interchange/clearing house/partner bank charges.
Reversed/Refunded Transactions	Fees remain applicable and will not be reversed.
Minimum Fee	₹5 minimum applicable for credit card and wallet transactions.
Annual Maintenance Charges (AMC)	AMC may apply annually for service setup.
Tax Deduction	Parties must issue proper tax certificates

	when deducting applicable taxes.
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