

July 1, 2021

**Director /Principal / HR,**

Please take note of the policy outlined below and circulate the same to all employees within the Prestige organisation.

All individuals employed by Prestige organisation including teaching and non-teaching staff at University, Institutes, & Schools under Prestige Education Foundation (PEF) and Prestige Group of Industries, are eligible for the Tuition Fees Waiver Scheme as outlined in the table below. This scheme extends to their children, spouse, and themselves, provided they are enrolled in any institute or school administered by PEF.

	For Children / Spouse			For Self
	Employees who have not completed 5 yrs. of service at Prestige	Employees who have completed 5 yrs. but less than 10 yrs. of service at Prestige	Employees who have completed 10 yrs. and above of service at Prestige	
Teaching staff Class I & II	20%	25%	35%	50%
Class III & IV	25%	35%	50%	75%
Others (Prestige Associates/non-Prestige)	Maximum 15% subject to approval by PEF board/Directors			

**Note :**

**1. Definitions**

- a) PEF : Prestige Education Foundation
- b) Class I : Officers with executive power with decision making powers, GM/HOD or above.
- c) Class II : Officers with limited supervisory or subordinate managerial role.
- d) Class III : Semi skilled with no or lesser decision making authority
- e) Class IV : manual workings, unskilled.

2. The waiver applies exclusively to tuition fees.

3. The Tuition Fee Waiver Scheme also extends to staff members on a consolidated pay.

4. Approval for an individual's waiver application must be granted by the Secretary or a higher-ranking office bearer at PEF.
5. This entitlement remains valid as long as the beneficiary is employed with Prestige.
6. A candidate can choose only one fee waiver or scholarship scheme; combining two or more schemes is not permissible.
7. Candidates receiving any fee subsidy from government schemes are ineligible for additional fee waivers or scholarship schemes.
8. Approval from the board of PEF is required for any other Waiver or scholarship scheme.
9. This policy supersedes all previously sanctioned Waiver schemes. All prior Waiver authorizations must be reauthorized by the Secretary/Director of PEF.

The policy is effective immediately from July 1, 2021.

Thanks & Best Regards,

Dipin Jain

Vice Chairman

Prestige Education Foundation