



## **FAQs for Exemption of CA Course Fee for students who have lost their any parent during Covid-19 Pandemic**

**Q.1** Whether this scheme of "Exemption of CA Course Fee for students who have lost their any parent during Covid-19 Pandemic" is applicable for all students in the country?

Ans. Yes. This scheme i.e. "Exemption of CA Course Fee for students who have lost their any parent during Covid-19 Pandemic" and is applicable for such students in the country who are either pursuing or wish to pursue the CA Course. This scheme is applicable from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2023.

**Q.2** What is the procedure for availing the exemption of CA Course Fee for students who have lost their any parent during Covid-19 Pandemic?

Ans. Students have to fill the Registration Form in SSP Portal at [www.icai.org](http://www.icai.org) of their respective courses (Foundation, Intermediate and Final) and upload the following documents:-

- (a) Requisite documents as stated in the prospectus / Registration Form for registering in the particular course.
- (b) In addition to above, Death Certificate and Identity Proof of Mother / Father, as the case may be, duly attested by any of the following authorized persons:
  - 1. DCOs Heads/Regional Heads/Officer-in-charge of the Branch.
  - 2. Principal under whom such student is registered for Articleship
  - 3. Central Council Member / Regional Council Member / Managing Committee Member of the Branch.
- (c) No fees would be paid by such students at the time of provisional registration in the course in which they are applying.
- (d) While scrutinizing the application form, if it is found that student was not eligible for exemption of registration fee, the form so submitted by the student will be rejected.

**Q.3** What is the procedure for availing the exemption of ICITSS or AICITSS Course Fees for students who have lost their any parent during Covid-19 Pandemic?

Ans. Student has to separately submit the Death Certificate and Identity Proof of Mother / Father duly attested by any of the following while applying for registration in ICITSS [consisting of Information Technology (IT) and Orientation Course (OC)] and AICITSS [consisting Advanced Information

Technology (Advanced IT) and Management and Communication Skills (MCS) Course] :

1. DCOs Heads/Regional Heads/Officer-in-charge of the Branch.
2. Principal under whom such student is registered for Articleship.
3. Central Council Member / Regional Council Member / Managing Committee Member of the Branch.

**Q.4** Whether student can avail exemption in more than one course?

**Ans.** Yes. Eligible student can avail the exemption in more than one course (including ICITSS or AICITSS) subject to the condition that registration in the course(s) fall during the specified period from 1<sup>st</sup> April, 2020 to 31<sup>st</sup> March, 2023.

**Q.5** How can a student who has lost either parent, claim refund if they have already registered for ICITSS and AICITSS courses and paid requisite fees?

**Ans.** The students of both ICITSS & AICITSS courses who have lost either parent during the defined period of pandemic, can email their application to respective PoU for refund along with all the necessary attested documents as per the announcement. The PoU after checking and verification of the application received from such students will recommend and forward the same to helpdesk of respective courses.

**Q.6** How can students get the refund of Registration Fees (Foundation, Intermediate or Final) if already paid and is/are eligible for refund on account of death of any parent (Mother/Father) during the defined period of Covid Pandemic?

**Ans** - Such Students have to fill the Google Form (Link is <https://appforms.icai.org/coursefeerefund/>) and upload the following documents for refund of Registration Fees on account of death of any parent (Mother/Father) during the defined period of Covid Pandemic.

**Documents to be uploaded:-**

- (i) Attested copy of Death Certificate of Father in PDF/JPG format
- (ii) Attested copy of Death Certificate of Mother in PDF/JPG format
- (iii) Attested copy of Identity Proof of Mother / Father, as the case may be.
- (iv) Student's Passing Certificate of Class X or XII in PDF/JPG
- (v) Cancelled Cheque of the Bank Account in PDF/JPG where refund is to be credited.

**Attestation can be done by:-**

1. DCOs Heads/Regional Heads/Officer-in-charge of the Branch.
2. Principal under whom such student is registered for Articleship.

3. Central Council Member / Regional Council Member / Managing Committee Member of the Branch.

Further, for any query/clarification/follow ups, students can write at [sunilgarg@icai.in](mailto:sunilgarg@icai.in)

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