

Fee Modalities

Dear Parents,

1. Fee must be paid according to the following schedule.

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| (a) 1 st to 10 th April | Quarter 1 st |
| (b) 1 st to 10 th July | Quarter 2 nd |
| (c) 1 st to 10 th October | Quarter 3 rd |
| (d) 1 st to 10 th January | Quarter 4 th |
- (e) Monthly payment is allowed.
2. Payments are acceptable in cash, demand draft or cheques drawn on local banks only, payable at BOB.
3. Every child has a fee-booklet – Please ensure that you refer to it and make timely payments.
4. If a parent faces inability to pay the fees due to whatever reason they must submit an application stating the reason and the application must be approved by the Principal at least one week before the due date.
5. Any one facing individual problems can contact the school so that the school authorities can extend a monthly payment schedule to help them.
6. There will be no relaxation on the late fee of Rs. 10/- per day after 10th to 25th and Rs. 20/- per day after 25th once the due date for fees has passed.
7. Please ensure that your cheque is not dishonoured. If it is dishonoured once, cheque facility will be withdrawn in future and a fine of Rs. 200/- will be charged.
8. In case of fees outstanding for more than 3 months, parents can be called in school to take back their children.
9. After 3 reminders and non-payment of dues for more than 3 months, the child's name can be struck from the register and admission fee will have to be repaid should the Management decide to re-admit the child.
10. In case of fee outstanding, though we will be having assessments & exams, for the children however the results will not be shared with the parents.
11. All school fees must be cleared before Annual / Terminal Examination. No child with arrears will be given results or TC.
12. In case of any doubt regarding the bill, the parents are advised to contact the school office before the last date of payment.
13. In case the payments are made through IMPS / online payment they are sometimes not reflected timely in school accounts since the admission no., name, class & sec of your wards are not mentioned. You are requested to mark a mail with the details of online payment to school to ensure timely updation in school records.
14. Please note that cheques are accepted by the office between 8:30am to 11:30am on all working days. Kindly ensure that you also mention the child's name, class, section & admission number on the back of the cheques also.
15. In case of withdrawal, the students have to pay the full quarter fee in which she / he is withdrawn. Caution money is liable to be adjusted against fee dues and other charges if any at the time of withdrawal.

Once the name is struck off, Readmission charges shall be applicable, if the admission is sought again.

Note :- There will be no relaxation on late fine or fine on returned cheques.