



GENERAL INSTRUCTIONS FOR DEPOSITING FEES

1. Fees are to be deposited at the designated bank branches only. A Fee Book will be issued at the beginning of the session indicating the bank branches in which fees can be deposited.
2. **Quarterly Education & Transport fee are payable by Cheque / DD / Online. Parents are requested to mention cheque no. Bank name etc. on the fee deposit slip.**
3. Fees are to be paid quarterly as per the following schedule:

1st Quarter	-	by 10th April or within 10 days of receipt of fee book, whichever is later.
2nd Quarter	-	by 10th July
3rd Quarter	-	by 10th October
4th Quarter	-	by 10th January
4. If fees are not deposited in time, a late fine of Rs. 250/- will be charged for the first 10 days of default, Rs. 750/- for the next 10 days and for 30 days the fine will be Rs. 1500/-.
5. If fees are not deposited within the stipulated date, the student's name is liable to be struck off the rolls. If parents want the child to continue in the school, a re-admission fee of Rs. 10000/- has to be deposited within the last day of the quarter. If, during the Academic year, a student is required to be re-admitted the second time due to non payment of fees, it will be treated as a fresh admission and an admission fee Rs. 25,000/- has to be paid.
6. Disputed cases are to be resolved only at the accounts office in school.
7. Education fees and transport fees are to be paid either online through the school portal or only at the select Axis Bank branches mentioned in the fee-book. However, the transport fee can be paid from the month the student starts availing the transport. Parents are requested to check the final payment status of the school fees at the bank end



and ensure "SUCCESSFUL TRANSACTION" of the school fees into the school account.

8. In case of loss of the fee book, parents will be required to apply for a new fee book at a cost of Rs. 150/-.
9. To avoid LATE FINE, please deposit the fees within the 10th of the first month of each quarter. Please note that if 10th is a holiday then the next working day will be the last date for depositing fees, without a late fine being charged.
10. In case of a change in address and telephone number, please inform the office immediately to alter the transport charges, if applicable.
11. **In case of mid term withdrawal of a student, the school authority should be informed in writing one month in advance. Fees, for the notice period will have to be paid in full, including the bus fee.**
12. Transfer Certificate will not be issued unless all the dues of the school are settled.
13. The school shall NOT be held responsible if fees are not deposited on time. Parents are expected to follow guidelines and pay the fees on time.