



## **GENERAL INSTRUCTIONS FOR DEPOSITING FEES**

1. Fees are to be deposited online only.
2. **Quarterly Education & Transport fee are payable Online.**
3. Fees are to be paid quarterly as per the following schedule:

1st Quarter	-	by 10th April
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 ₹ 250/- will be charged for the first 10 days, ₹ 1000/- for the next 10 days, ₹ 2000/- for the next 10 days and ₹ 5000/- for the next 10 days of default.
5. If fees of a particular quarter is not cleared before the due date of next quarter, late fine of ₹ 10000 will be imposed.
6. Disputed cases are to be resolved only at the accounts office in school.
7. Education fees and transport fees are to be paid **ONLY** through the school website. **Parents are requested not to RESET the Fee payment Credentials.**

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.

In case an online transaction through a particular mode fails, parents must try other options like debit/credit cards, Netbanking, UPI & QR code, etc.

8. a) Parents are requested to avoid payment of school fees on the last date.



- b) Failure of payment of school fees on the last date due to any technical glitches or system failure, requesting any such payment after due date, will attract late fine as applicable on the date of successful transaction.
9. In case of a change in address and telephone number, please inform the office immediately to alter the transport charges, if applicable.
  10. **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. Once a student starts attending classes, the AMC for the whole year has to be paid (incase of such mid-session withdrawals).**
  11. Transfer Certificate will not be issued unless all the dues of the school are settled.
  12. 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. **No reminders will be sent for payment of fees.**
  13. Parents may download/ print fees payment receipts of each quarter to claim CEA/IT exemption. **No separate certificate will be issued by the school.**