

Fee Payment Rules:

The twelve months tuition fee is to be remitted as indicated below:

**1st Installment Payable by 15th April*

(Fee of April to June)

**2nd Installment Payable by 15th July*

(Fee of July to September)

**3rd Installment Payable by 15th October*

(Fee of Oct. to Dec.)

**4th Installment Payable by 15th January*

(Fee of January to March)

**If the last date falls on a holiday, the next working day will be considered as last date.*

These dates are to be strictly observed and if the payment is not done on the said date, a fine of Rs. 100/- per month will be charged after the due date.

**If the fee is not paid for three months, the pupil's name will automatically be struck off the rolls and re-admission may not be granted easily. However, school may allow Re-admission on payment of Re-admission fee of Rs. 500.*

**Fee will be charged from the beginning of the session even if the child is admitted in the middle of a term. (Except in Pre-primary classes.)*

**Once the admission fee has been paid, it will not be refunded even if the pupil is withdrawn from the school in the same month.*

**Parents/Guardians will retain the fee receipts issued to them and produce them as proof of payment of fee if needed.*

**Security amount must be withdrawn within three months of leaving the school, failing which, the money will be transferred to the Alumni Fund of the School.*