

## E. FEE PAYMENT GUIDELINES

1. **Payment Options**:- Parents have the flexibility to pay fees on a monthly, quarterly or yearly basis in advance.
2. **Fee Duration** :- Fees for all classes are applicable for 10 months from April , July to March regardless of the admission date.
3. **Payment Methods** :- Fees may be paid in cash or cheque at HDFC Bank, Katghora .
4. **Deadline** :- Fees must be settled by the 15<sup>th</sup> of each month in advance .Alate fee of Rs. 10/-per day will be levied thereafter.
5. **Non – Refundable** :- Once fees and other charges are paid , they are non –refundable , and any claim for a refund will not be entertained.
6. **Non –Payment Consequences**:- Failure to pay fees by the end of the month will result in the student’s name being struck off without notice.Re – admission may only be granted upon payment of a re – admission charge of 5000/- ( Five Thousand Rupees).
7. **Cheque Bounce Penalty** :- In the event of a bounced cheque , a fine of Rs.1000/- (One Thousand Rupees) will be imposed.
8. **March Fee Payment** :- Fees for the month of March must be paid in January without exception.
9. **Payment Location** :- All tuition fee payments must be made at HDFC Bank ,Katghora .
10. **Payment Confirmation** :- After making online payments , kindly update the school office. Please mention your ward’s name and class during the transaction.

  
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