

FEE RULES & REGULATIONS

1. School shall charge additionally Rs 1200/- as Lab fee from senior secondary students who have taken subject of Science / Psychology

2. Fee and other charges once paid shall not be refunded under any circumstances.

3. As per directives received from CBSE, the fee shall be paid through NON-CASH MODE only.

4. Fee Payment Schedule: The complete fee has to be paid four times a year along with the applicable charges in the HDFC Bank, Model Town, Sonapat or at school counter through Cheque / Demand Draft in favor of **SWARNPRASTHA PUBLIC SCHOOL** payable at Sonapat on or before last date of payment to avoid late fee fine and penalty along with the duly filled in Fee Bill on or before the following dates:

- 1st April - Annual and quarterly tuition fee for the months of (April-June)
- 1st July - quarterly tuition fee for the months of (July- September)
- 1st October - quarterly tuition fee for the months of (October –December)
- 1st January - quarterly tuition fee for the months of (January- March)

5. Parents may also deposit fee through NEFT / RTGS, the details of which are given below:-

- Beneficiary Name - SWARNPRASTHA PUBLIC SCHOOL
- Name of Bank - HDFC BANK
- Branch Address - Model Town, Sonapat
- Account No - 01911000061520
- IFSC Code - HDFC0000191

6. Kindly email your online transaction at mukesh@swarnprastha.com

7. You are requested to write at the back of Cheque/DD the student's name, class, section and your contact no.

8. Students shall not be allowed to appear for Term Exams unless all the dues are paid to date. **The result may also be withheld of the fee defaulter.**

9. In case of cheque being dropped in the bank directly other than the identified bank of HDFC Model Town, Sonapat, the parents must ensure to send the details (Name of student and class, Cheque No/NEFT UTR No, Date) at mukesh@swarnprastha.com

10. If the fee is not paid by the end of the respective fee quarter, then the name of the defaulter shall be struck off the rolls. Fresh admission will be at the sole discretion of the School Management. In such cases, parents will have to pay Rs. 2,000/- as Re-Admission Fee.

11. Bouncing / Return of cheque for any reasons shall be treated as non-payment of dues and additional amount of Rs 750/- shall be charged towards Bank Charges along with Late fine and Penalty applicable.

12. Fee Bill for each quarter will be given on or before last day of the previous month of the beginning of the new quarter and are sent normally through the student. In case you don't receive, please ask for it from the school. No fee shall be received without Fee Bill.

13. If parents fail to deposit the fees by the 15th of the respective fee quarter, a late payment charge of Rs 20/- per day will be charged for delays in fee deposit for first ten days and Rs 50/- thereof.

14. The security will be refunded by way of account payee cheque only after completion of one month from the date of issue of Transfer Certificate.

15. No Transfer Certificate shall be issued until all dues are paid.

16. No withdrawal of transport facility in the last quarter shall be entertained.

17. In case to discontinue transport facility, one month notice is required otherwise transport fee for the full month will be charged.

18. Parents are requested to keep Fee Bill / Fee Receipts in safe custody and produce them to school as proof of their having deposited the fee amount / payment. In case of loss of these, a fresh can be obtained from Accounts Office on payment of Rs 50/-

19. Almanac / I Card / Badges / Report card will be reissued on submission of penalty of Rs 100/-.

20. If fee is paid by cash, 1% of payable amount will be charged extra towards Cash Handling Charges. Parents may also deposit fee through Debit/Credit Cards at the school counter.

21. If any parent is willing to pay 12 months fee in advance at the beginning of the academic session then school will be happy to 5% fee waiver from the tuition fee. This facility is for Grade 1-Grade 12 only.

22. Transportation facilities are optional in nature and fee is being charged for 11 months only.

23. Though SPS try not to increase the transport fee but may review it every quarter in view of the dynamic fuel policy of Govt. of India which is linked with international market and fee may vary quarter to quarter and in case of extreme situations.

24. In case of transfer and withdrawal parents must inform the school via email at least one month prior to the commencement of the next quarter failing which an amount equivalent to one quarter will be charged.

25. *Imprest charges are pocket money of students which needs to be paid annually in advance. All expanses outside the school fee heads would as per the actual cost incurred by the student in any optional activities planned by the school with prior consent of parents would be shared at the end of each session with parents to keep the track.

26. **Total fee of Pre Primary wing which is inclusive of admission, annual, tuition and transportation fee for the entire session excluding interest free refundable security fee. Total fee is payable in two equal installments in following manners

1st Installment Apr-Sept &

2nd Installment Oct –March.

27. Fee will be accepted from 9 am to 3 pm at the school counter.