

## **INFORMATION & RULES**

1. The school fee is payable for the entire academic session of 2023-2024. The fees can be paid either in full, at the beginning of the year or as per the schedule given below.
2. A Student will be considered as continuing in the next session only on the payment of the 1<sup>st</sup> installment of the fees by 20<sup>th</sup> April 2023.
3. In case of non-payment of monthly fee installment, by the due date of the respective month, a late payment charge @ Rs. 200/- per month for April which will be compounded by Rs 100/- per month and part month until clearance. Late fee from May – June onwards shall be Rs 100/- per month which will be compounded by Rs 100/- per month and part month until clearance.
4. Non-payment of fee installment for three consecutive months will entail the student for de-enrollment from the rolls of the school without any further notice.
5. Fees of any month cannot be considered as cleared without clearing previous outstanding.
6. No reduction in fees is made for holidays or broken periods.
7. Rs. 100/- will be charged for re-issue of the fee book if it is lost/damaged.
8. In case of withdrawal of a student, Guardians must give a written application to the Director with one full calendar months' notice or a month's full fees in lieu thereof.
9. Transfer certificate charges applicable as Rs. 300/-.
10. Transfer certificate will not be issued before all dues are fully paid.
11. Students are liable to be charged as long as their names have not been struck-off from the rolls.
12. Fees once paid are not refundable under any circumstances.
13. Parents are requested to update the fee paid details in the Almanac for easy reference.

## **INSTALLMENTS & MODES OF PAYMENT**

We encourage you to use online modes of payments and not to wait until the last day to make your payments. Paying early and paying online will help you avoid long queues at the Bank. You can visit the School App/Website: [www.bdmemorial.org](http://www.bdmemorial.org) and pay through PayTM/AXIS Bank/HDFC Bank portals.

### **Payment Due Date Schedule**

<b>Installments:</b>	<b>Due Date</b>
April	20.04.23
May & June	20.05.23
July	20.07.23
<b>August</b>	<b>21.08.23</b>
September & October	20.09.23
November	20.11.23
December	20.12.23
January	20.01.24
February & March	20.02.24

Note: 1. Late fees will be charged in case of non-clearance of fees within due date.  
2. Cumulative late fees will be levied from the 1<sup>st</sup> of every following month in case of default.