

## Circular for Parents/Guardians

**Subject: Fee Payment Rules & Late Fee Policy**

Dear Parents/Guardians,

This is to remind you of the rules regarding **Tuition Fee Payment** for the academic session. Kindly take note of the following points:

1. **Tuition Fee Payment** is to be made on a **quarterly basis**.
2. The fee for each quarter must be deposited **on or before the 15<sup>th</sup> of the first month of the quarter**.
3. If the fee is not paid within the due date, the following **late fee policy** will be applicable:
  - **From 16<sup>th</sup> of the 1<sup>st</sup> month to 15<sup>th</sup> of the 2<sup>nd</sup> month** → Late Fee ₹500
  - **From 16<sup>th</sup> of the 2<sup>nd</sup> month to 15<sup>th</sup> of the 3<sup>rd</sup> month** → Additional ₹500 (Total Late Fee = ₹1000)
  - **From 16<sup>th</sup> of the 3<sup>rd</sup> month till 15<sup>th</sup> of the next quarter's 1<sup>st</sup> month** → Additional ₹500 (Total Late Fee = ₹1500)

**Note:** The maximum late fee applicable will be **₹1500 per quarter**.

We request all parents to ensure timely payment of fees to avoid inconvenience and late charges.

Your cooperation is highly appreciated.

Warm Regards,



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