



# M.E.S. INDIAN SCHOOL

## FEE POLICY

### 1. Purpose:

To ensure that all parents shall remit fee on time.

### 2. Aims of Policy:

- To assist parents in timely payment of fee.

### 3. Policies:

3.1 Approved fee structure by the Ministry of Education and Higher Education will be displayed in the school campus, pupil's diary and on the school website. The same shall be briefed while registration.

3.2 **Tuition Fee:** As per the instructions from Ministry of Education & Higher Education (MOEHE) fee shall be paid term wise as detailed below:

Term	Month	Due date
1 <sup>st</sup> Term	April, May, June and July	on or before 10 <sup>th</sup> April
2 <sup>nd</sup> Term	August, September, October and November	on or before 10 <sup>th</sup> September
3 <sup>rd</sup> Term	December, January, February and March	on or before 10 <sup>th</sup> December

**Transport fee:** It should be paid in advance for the term as follows:

Term	Month	Due date
1 <sup>st</sup> Term	April, May and June	on or before 10 <sup>th</sup> April
2 <sup>nd</sup> Term	September, October and November	on or before 10 <sup>th</sup> September
3 <sup>rd</sup> Term	January, February and March	on or before 10 <sup>th</sup> December

Parents, who wish to pay fee for the whole academic year in one lump sum, may do so.

3.3 Reminders shall be given to parents who fail to pay the fee on time. However, fee defaulters shall be removed from the school roll as per the school rules and regulations. Re-admission of such students will be considered after all dues are paid and permission is obtained from Ministry of Education & Higher Education.

3.4 Children in lower classes should not be entrusted with payment of fees. All types of payments should be made by the parents and the receipt should be obtained immediately. School will not be responsible for the loss of the money. Parents proceeding on long leave or vacation are requested to pay the fee due for the period of absence of their wards before they proceed on leave.

3.5 Revision in the fee structure will be as per the norms of the Ministry of Education and Higher Education.

3.6 Parents can pay fee Online at the applicable banks or at the Fee payment counters from 6.45 a.m. to 6.15 p.m. - Sunday to Thursday and 8.30 a.m. to 1.45 p.m. on Saturdays.

3.7 Fee concessions will be subject to scrutiny of the details furnished by the applicant and approval of the higher authorities concerned.

3.8 If a student leaves the school before completing the first month of the term, proportional charges will be collected.