



ST. XAVIER'S HIGH SCHOOL, GHAZIABAD

Cir/01/19

Date: 02.04.19

Circular for Fee rules and regulations

Dear Parent,

Greetings!

Pertaining to the payment of fees, kindly be informed that only ONLINE PAYMENT THROUGH SCHOOL PORTAL / PAYTM / CHEQUE will be accepted strictly. No Cash, NEFT / RTGS / IMPS payment will be accepted hereafter w.e.f. dated 1st April, 2019.

All school fees are to be paid on Quarterly basis on or before the 20th of the 1st month of the quarter (Month of April, July, Oct & Jan).

Fees may be paid in the school A/C office from 9:00 A.M till 1:00 P.M. on all weekdays i.e. Monday to Saturday.

- If fee is not paid within the due date, a late fine of Rs.20/- per day will be charged. Kindly add the fine if you are paying through cheque otherwise the cheque will be returned and the amount added in the next fee payment.
- Reminders will be sent by school, although after a third reminder if the fee has still not been paid in the same quarter the name of the student is liable to be struck off from the roll.
- Fee receipts should be kept in safe custody and produced in the school if called for.
- A student will not be given his/her Report Card or Transfer Certificate if his/her dues are not cleared.
- If a student withdraws or does not attend school, fee paid will not be refunded.
- This fee is applicable for session 2019-20 only. The school management reserves the right to increase/revise/alter the fees for the next academic session.
- The Fee is subject to rise as per Government norms per annum.
- Fee once paid is not refundable.
- Fee Structure does not include the cost of books, note books, uniform and costumes for functions, trips, excursion and any other cost that is not specified in the fee structure.
- All disputes are subject to jurisdiction of District Ghaziabad only.

Regards

Headmistress