FEES COLLECTION ARRANGEMENT

For Classes Nursery I to IV

1. FEES WILL NOT BE ACCEPTED IN CASH OR CHEQUE. It should be paid through Electronic Clearing System as already informed to all guardians.

2. Fees payable by ECS will include both compulsory and optional elements as applicable for each pupil.

3. The applicable amount will automatically be debited from the guardian’s account on the 14th of the first month of every bi-monthly payment cycle (or the next working day, if it is a holiday).

4. In case the ECS transaction fails for any reason whatsoever, guardians are required to make the payment at the School office by pay order along with applicable late fine and other charges, if any. It may kindly be noted that the Pay Order has to be deposited before the last day of that particular block to avoid reinstatement fees of Rs. 1500/-, e.g., if payment for the block June-July is made after 31st July, the reinstatement fee will become payable.

5. A separate fee book will not be provided. However, at the end of every bi-monthly payment cycle, a receipt of the fees received under various heads during that particular block will be provided to the guardians through their wards.

6. In case of any change in the bank account through which a guardian wants to pay the fee, they need to inform the school at least 60 days in advance.

For Class V

1. Fee Slip for the month of May & June, 2013 are issued to the guardians and arrangements have been made for payment of fees with ICICI BANK LTD at its 5 city branches at Gariahat (2/3 Hindustan Road, Gariahat, Kolkata - 700 029, Phone : 2464 0897/2463 2141); Bhowanipore (Vishaka, 2B Sambhunath Pandit Street, Bhowanipore,Kolkata - 700 020, Phone : 2226 3738/5473/2590); Salt Lake (BJ-140, Sector-II, Salt Lake, Kolkata - 700 091, Phone : 2359 8061/62/63); Kolkata Main-Brabourne Road (P B No. 18, 19 Synagogue Street, Brabourne Road, Kolkata - 700 001, Phone : 2243 7930/2248 8599) and Minto Park, (2B, Gorky Sadan, Kolkata- 700 017, Phone : 2289 2009.)

2. FEES WILL NOT BE ACCEPTED IN CASH. It is to be paid by an Account Payee Cheque drawn in favour of SOUTH POINT SCHOOL. The I.D. Number of the Pupil, Name, Class, Section and Session must be written clearly on the reverse of the cheque. Outstation cheques will not be accepted.

3. In case a cheque is returned by the bank due to any reason, payment will be accepted by a Pay Order/Bank Draft only, inclusive of bank charges at the School office.
4. Fees for subsequent months have to be paid through Electronic Clearing System as per details given under Fee Collection Arrangement for Classes Nursery I to IV.

**Other General Terms & Conditions**

1. **Fees for the months of**
   - April & May, 2013  
   - June & July, 2013  
   - August & September, 2013  
   - October & November, 2013  
   - December, 2013 & January, 2014  
   - February & March, 2014  
   **To be paid by**
   - 2nd April, 2013  
   - 15th June, 2013  
   - 15th August, 2013  
   - 15th October, 2013  
   - 15th December, 2013  
   - 15th February, 2014

2. A late fee of Rs. 50 (Rs. 25 in case of Bus fee) will be charged for default for every 15 days after the last date of payment without late fee, upto the end of the payment block, after which the name of the pupil will be struck off from the rolls and/or fees will be adjusted against the Caution Money Deposit. This will also involve payment of reinstatement fees of Rs. 1500/- if the pupil wants to continue.

3. Two months' notice must be given or fees for two months must be paid before the pupil is withdrawn from the School. A Transfer Certificate will not be issued before the dues are fully paid. A fee of Rs. 100 is payable for the Transfer Certificate.

4. No deduction will be made for holidays and/or broken periods. **Fees once paid will not be refunded.** Results of pupils whose fees have not been paid will be withheld.

5. It has sometimes been noticed that though a guardian pays fees in advance, the pupil concerned does not attend School at all or for prolonged periods. This is not permissible and the school reserves the right to strike off the name of such pupils from the rolls. In any case, the name of a pupil who is absent for a month without notice and prior permission, may be struck off the rolls.

6. These rules are not exhaustive and in no way limit the right of the School to alter or introduce any other rule to regulate the collection of the fees and other charges.