RULES & REGULATIONS FOR PAYMENT OF FEES

FOR CLASSES IX & X (WEST BENGAL BOARD)

1. FEES WILL NOT BE ACCEPTED IN CASH. It should be paid by A/c Payee Cheque drawn in favour of South Point High 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.

1. In case a cheque is returned by the Bank 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 the particular block to avoid reinstatement fees of Rs. 1500 /-, (e.g. if payment for the block March-April is made after 30th April, the reinstatement fee will become payable.)

2. Fees will be received by the ICICI Bank Ltd, Gariahat Branch only. If any of the dates mentioned above is a holiday for the bank, the fees are to be paid before that date.

3. Guardians must fill in the Fee Slip as well as the cheque properly before presentation. The Fee Slip, with the cheque pinned to it, should be produced at the Fee Counter of the designated bank or otherwise as intimated from time to time.

4. In case a Fee Book is lost, fresh Fee Book will be issued only on payment of Rs. 20.

FOR CLASSES VII TO XII (CBSE BOARD) AND CLASSES XI & XII (WBCHSE)

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 the 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 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 give an application along with the ECS Mandate Form in duplicate at the Accounts Department of the School at least 60 days in advance.
1. A late fee of Rs. 50 (Rs. 25 in case of Bus fee) will be charged for default of every 15 days after the last date of payment without late fee, up to 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 involve payment of reinstatement fees of Rs. 1500/- if the pupil wants to continue.

2. Two months’ notice must be given or fees for two months along with Annual Charges for the full session 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.

3. 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.

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

5. Once the name of the pupil is struck off / removed due to non-payment of fees for two months or unauthorized absence for a month or more, the pupil concerned may be re-admitted, if permitted by the School Authority, on payment of reinstatement fees of Rs. 1500/-. 

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, and such changed provisions shall over ride the provisions mentioned here.

7. TIMING OF SCHOOL FEE COUNTER
   Monday to Friday – 10.00 am to 2.00 pm
   Saturday – 10.00 am to 12.00 noon