**Rules and Regulations**

(For old & new admission)

**FEES**
1) Fees should be paid as specified in the fee structure in one installment.
2) Office hours for fee transactions: 9.30 am to 2.30 pm on working days.
3) Bus fee should be paid in one installment. The bus route & the bus stop allotted will not be changed in the midst of one academic session.
4) Admission will be confirmed after completion of the necessary office procedure & payment of the fee.

**ADMISSION CANCELLATION RULES**
1) In case parents wish to withdraw the admission of their child, it should be intimated to the school office before the school closes in second term for summer vacation.
2) In case of new admission & Std I (Senior K. G. going to Std I) the entire admission fee would be deducted from the fees paid.
3) In case of parents who cancel their child's admission after the stipulated time there will be deduction in the fees paid as per the following rules:
   a) 30 days from the opening date of the school as notified by Zilla Parishad - 10% deduction of the school fee (excluding bus fee).
   b) 45 days from the opening date of the school fee as notified by Zilla Parishad - 20% deduction of the school fee & proportionate deduction of bus fee.
   c) 60 days from the opening date of the school as notified by Zilla Parishad - 50% deduction of the school fee & proportionate deduction of bus fee.
   d) Cancellation after two months - No refund of school fee & proportionate deduction of bus fee.

   e) If the fees are not paid in the stipulated time, the amount would be deducted from the deposit.

**LATE FEE RULES**
Entire amount of school fee is collected by the school at the beginning of every academic year. In cases of delay in the payment of the fee, additional late fee will be collected as per the following rules:
1) Delay upto one month from the starting of school - Additional 2.5% of school fee.
2) Delay of more than one month from the starting of school - Additional 5% of school fee.