

## RULES & REGULATIONS FOR PAYMENT OF FEES

1. Fees must be deposited by the 15th of each month at the designated Branches of ICICI Bank.
2. FEES WILL NOT BE ACCEPTED IN CASH. It should be paid by an Account Payee Cheque drawn in favour of SOUTH POINT HIGH SCHOOL. THE ID NUMBER OF THE PUPIL, NAME, CLASS SESSION AND TELEPHONE NUMBER MUST ALSO BE WRITTEN CLEARLY ON THE REVERSE OF THE CHEQUE. Outstation Cheques are not accepted. Guardians must properly fill in the Fee Slip as well as the cheque (which is to be pinned to the Fee Slip and not stapled) before presentation.
3. A Late Fee of Rs. 15/- will be charged for default for every half month block.
4. NAMES OF PUPILS, WHOSE FEES REMAIN UNPAID FOR TWO CONSECUTIVE MONTHS ARE LIABLE TO BE REMOVED FROM THE REGISTER WITHOUT ANY NOTICE TO GUARDIANS CONCERNED. BANKS WILL NOT ACCEPT FEES AFTER TWO MONTHS DEFAULT.
5. Two clear months' notice in **writing** must be given or two months' fees along with Annual Charges for the full session must be paid in lieu thereof before a pupil may be withdrawn from the School. A Transfer Certificate will be issued only after all dues are fully cleared. A fee of Rs. 25/- will be charged for the issue of a Transfer Certificate.
6. It has sometimes been noticed that though a guardian pays fees in advance, his ward does not attend School at all or for prolonged periods. This is not permissible and the School reserves the right to remove the name of such a pupil from the Register and refund/adjust the Fees paid. **In any case the name of a pupil who is absent for a month without prior notice and permission, may be struck off the register.**

7. In case a Fee Book is lost, a fresh Fee Book will be issued only on payment of Rs. 20/-. along with an application.
8. If a cheque is returned by the Bank due to any reason, fees will be accepted at the Accounts Department only through Pay Order/Draft.
9. Pupils of Classes VI to IX will not be permitted to sit for their Annual examination unless they clear all dues before commencement of the examination.
10. Pupils of Classes X to XII will not be permitted to sit for their Selection Test unless they clear all dues before commencement of the examination.
11. **TIMING OF SCHOOL FEE COUNTER.**  
Monday to Friday - 9.30 am to 2.00 pm.  
Saturday - 10.00 am to 12.00 noon. } For Pupils  
Monday to Saturday - 11.00 am to 12.00 noon > For Guardian
12. 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 override the provisions mentioned here.