

## FEES COLLECTION ARRANGEMENT

Fee Books for the entire academic session are being 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 - 3783/5473/2590); **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 -7930/2248-8569) and **Minto Park**, (2B, Gorky Sadan, Kolkata- 700 017, Phone : 2289 2009.)

1. Fees are to be paid on bi-monthly basis, unless otherwise notified, according to the pattern mentioned below :

<b>Fees for the months of</b>	<b>To be paid by</b>
February and March 2011	31st January
April and May 2011	15th April
June and July 2011	15th June
August and September 2011	15th August
October and November 2011	15th October
December 2011 and January 2012	15th December
February and March 2012	15th February

- FEES WILL NOT BE ACCEPTED IN CASH.** It should 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 also be written clearly on the reverse of the cheque.** Outstation cheques will not be accepted. In case a cheque is returned by Bank due to any reason, payment will be accepted by a Pay Order / Bank Draft only, inclusive of bank charges at the School office.
- Fees will be received by the above designated branches of ICICI Bank Ltd. without late fee. Payment with late fee will be accepted only at Gariahat Branch. If any of the dates mentioned above is a holdiday for the bank, the fees are to be paid before that date.
- 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.
- A late fee of Rs. 15 (Rs. 5 in case of Bus fee) will be charged for default for every half month block for two months, 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.

6. A two months' notice must be given or the fee 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. 25 is payable for the Transfer Certificate.
7. No deduction is made in any fee for holiday and/or broken periods. **Fees once paid will not be refunded.** Results of pupils whose fees have not been paid will be withheld.
8. In case of lost Fee Book, fresh Fee Book will be issued only on payment of Rs. 20.
9. 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 struck off the name of such a pupil from the Register and adjust the fees paid. 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.
10. 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.