

Note:

1. Fees will not be accepted in cash or cheque. It is collected only through Electronic Clearing System/ National Automated Clearing House by way of mandates given by all guardians.
2. Fees collected by ECS/NACH 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 15th of the first month of every bi-monthly payment cycle (or the next working day, if it is a holiday), as mentioned on the previous page. It is the guardian's responsibility to keep the bank account sufficiently funded.
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/ credit or debit card along with applicable late fine and other charges, if any.
5. In case of failure of ECS/NACH instruction, an ECS failure fine of 100/- will be charged if payment is made by the guardian by the end of the first month of the concerned bi-monthly payment cycle. For continuing default, a late fine of 500/- will be charged for default of every 15 days on a cumulative basis, till the dues are fully paid. It may be noted that the fees of any block is to be paid with late fee before the last day of that particular block, after which the name of the pupil will be struck off from the rolls and the pupil will not be allowed to attend classes. Results of pupils whose fees have not been paid will be withheld.
6. 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 put up on the School's website under respective pupil's profile and guardians can download the same for their records.
7. In case of any change in the bank account through which a guardian wants to pay the fee, they need to provide a fresh mandate to the school which will need a processing time of at least 60 days. The request for the cancellation of the existing mandate may be sent at office.sps@southpoint.edu.in or through the Helpdesk module in the Skolaro portal.
8. One full calendar month's notice must be given or fees paid before the pupil is withdrawn from the School. A Transfer Certificate will not be issued till all dues are fully paid. A fee of ₹100 is to be paid for issuing Transfer Certificate.
9. No deduction in fees payable will be made for holidays and/or broken periods. Fees once paid will not be refunded.
10. It has sometimes been noticed that though a guardian pays fees in advance, the pupil does not attend School at all or remains absent without leave for a prolonged period. 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.
11. Once the name of the pupil is struck off the rolls due to any reason, the pupil concerned may be re-admitted, if permitted at the sole discretion of the School Authority, on payment of all outstanding dues.
12. The above rules are not exhaustive and in no way limit the right of the School to alter or introduce any other rule to regulate collection of fees and other charges.



Dr (Mrs) M Kohli
Director