

Dear Parents,

The Fees Policy of the School is appended below for your perusal.

FEE DEPOSIT POLICY

1. Fees are to be paid before the 25th of the preceding month i.e. April fee by the 25th of March, May fee by the 25th of April and so on.....
2. Quarterly Fees will not be accepted, you may however pay in advance honouring Clause.1
3. If entire fees is been paid in advance, before start of session, an additional concession of 5% may be availed.
4. Fees should be deposited only in the School Nominated Bank or School Fee Counter.
5. The exact amount of fees is to be paid at the School |Bank fee counter through Cheque / DD / Online Payment.
6. If RTGS/NEFT is being used for payment of fees, the parent must send a mail to the accounts department at accounts@gemsakademia.in giving the details of the payment.
7. In the event of a cheque being returned, a sum of Rs.1,000/- will be debited as Bank Charges etc. to the student's account. All Bank Charges pertaining to inward remittance of school fee, if any, shall be debited to the student's account.
8. No cash will be accepted at the School counter. No fees will be accepted without the Fee Book.
9. Parents are expected to follow guidelines and pay the fees on time to avoid late fine.
10. If school fees are not deposited as per schedule, a LATE FINE of Rs. 1500/- will be charged for the first 10 days of default, Rs. 3,000/- for 11-20 days and Rs. 5,000/- for 21-30 days. If school fees are not deposited for 3 consecutive months, a student's name is liable to be struck off the rolls.



11. If a student's name is struck off the rolls, a fee of Rs. 20,000/- must be deposited along with the fee overdue for restoration of the student to the rolls.
12. To avoid **LATE FINE**, please deposit the fees by the 25th of the preceding month of each month. If 25th is a holiday then the next working day will be the last date for depositing fees, without a late fine being charged. No request for waiving off late fine will be entertained.
13. Fees once deposited will not be refunded except security deposits, regardless of whether the student has attended school from the beginning of the session or not.
14. Money receipts should be kept carefully. If any discrepancies arise, parents are required to produce the money receipts for verification. The School will not be responsible for loss of money receipt.
15. In case of loss of the Fee Book, a request for a duplicate Fee Book needs to be submitted at the school office. A duplicate Fee Book will be issued against a payment of Rs. 500/-.
16. Transport and Meal Fees are payable from the month the student begins using the facility.
17. Meals / Transport charges (optional) to be paid by the 25th of the preceding month along with the monthly fees.
18. In case of discontinuation of school meals parent must inform student care through registered mail ID, 30 days in advance.
19. In case of discontinuation of school transport, fees to be cleared for the whole academic session. Parent must inform through registered mail ID to students care for the same.
20. No deduction is made for holidays or broken periods. Students are liable to be charged full fees as long as their names are officially on the rolls.
21. Every student must have all School Fees due cleared before the commencement of the Terminal, and of the Annual (Final) Examination. Failure to do so will mean such student is liable to be disallowed from the examination.

Withdrawal

- a) Notice of one calendar month to be given in writing in case of withdrawal of a student, failing which the entire fees of the entire session is to be paid. All dues for that month have to be cleared before the Transfer Certificate is issued.
- b) If you want to withdraw your ward from the next session. Parent must inform students care for the same by the end of February.
- c) In case of withdrawal without notice, the outstanding fees shall be adjusted from the Security Deposit of the student and the balance if any will be refunded.
- d) Security Deposit will be refunded after 90 working days of taking T.C. Any mid-session withdrawal will receive refund of Security Deposit only after the end of session.
- e) Refund of Security Deposit should be claimed within 24 months after the issue of Transfer Certificate or the Student's leaving the school. After expiry of 24 months the caution/deposit money will be forfeited.
- f) Transfer Certificates and Student Progress Reports are issued only when library books are returned, all dues are cleared, school property (including books and equipment) is returned and a 'No Dues Certificate' has been issued by all the concerned Departments.
- g) If the child is withdrawn from school before completion of the Academic Year then the balance of the year's fee or Rs. 20,000/- or whichever is lower is liable to be paid to the school to obtain clearance.