

## **FEE POLICY**

Fee fixation is made annually by the School Management in consultation with the School Managing Committee and PTA having due reference to budget requirements/needs-based policies of Carmel Convent School.

Carmel Convent School aims to provide quality education to all students. By taking admission at Carmel Convent School, Parents as fee payers agree to address the financial responsibility of paying these fees. Upon completing the confirmation of enrollment form, it provides documentation to permit them to detail their payment options.

The information below covers several issues like Enrolment Principles, Accounts Information, Overdue Accounts and Debt Collection Policies.

Fees collected at Carmel Convent School used for the following purposes which, aligned to the Vision and Mission of the School to:

- Provide sustainable salary for the Teaching, Administrative, Support staff and other facilities.
- Provide essential teaching-learning resources, materials, facilities, sports and equipment.
- Support the School Capacity building programs.
- Maintain buildings, grounds and other facilities.

*Fee Concessions* – We understand that some families find themselves in financial difficulty. In cases of financial hardship, an application may be made for a fee concession with proper documents. Parents are required to furnish an income certificate from the Firm/Department/Shop they are working. If self-employed or working in an unorganized sector, they should get their Income certificate from any competent authority.

Concession applications are accepted at the commencement of each year. Concessions are made available for a maximum time of 12 months within a calendar year. Consideration for a subsequent 12-month period requires a new application. The final decision lies with the concerned Principal of the school. The information received is treated in the strictest of confidence.

### **Installment arrangements:-**

The fees shall be paid in 4 installments as mentioned below:-

- First Installment: April - June
- Second Installment: July - September
- Third Installment: October -December
- Fourth Installment: January - March

Each parent is required to keep the timeline for the payment of school fees. Not paying fees on time can affect a student's progress and record.

### **Recovery of unpaid fees:-**

If payment or a suitable response is not received, an initial late fee of Rs. 100/= is applied and an additional late fee of Rs.100 for every month of the of outstanding school fees.

### **Methods of Payment:-**

**Cash:** In compliance with the cashless policy, we no longer accept cash in school.

**Transfer:** We accept bank transfers. A copy of the transfer instructions is forwarded to the parents with full details. The office will confirm the payment when the amount is reflected in the school account in full.



### **Payment by Cheque:-**

A cheque for payment of school fees is made in favour of the following school name:-

Pre-Primary (LKG-UKG): CARMEL CONVENT PRE-PRIMARY SCHOOL

High School (Class 1-10): CARMEL CONVENT HIGH SCHOOL

Higher Secondary (Class 11-12): CARMEL CONVENT HR. SEC. SCHOOL.

### **Withdrawal of Enrolment:-**

- If any fees remain outstanding, should be payable before the students leave the School.
- Any other School owned equipment, classroom property and library books to be returned to the School.

### **Extended Leave/ Holding an enrolment place:-**

To retain the name on school records, dues be paid for the entire year. For a reduction in fees for genuine reasons, a written request must be made to the Principal at the time of notification along with valid documents and will be granted at the Principal's discretion. Failed to pay the dues on time during the period of absence, promotion to the next class will be withheld.

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## **CARMEL CONVENT SCHOOL**

**Affiliated to CBSE, New Delhi. Aff. No. 730203**

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