

SWARNPRASTHA PUBLIC SCHOOL
SECTOR 19, NEAR OAMXE CITY , SONEPAT (DELHI NCT REGION)

FEE RULES AND REGULATIONS

1. Admission Fee from grade 1 onwards is nonrefundable however, in case of Pre-Primary Wing wherein there is no admission fee, so in case of any withdrawal from PPW before 31st March, School shall deduct Rs.10,000/ as a processing fee and loss of seat from the total payment made.
2. The composite school fee grade III onwards is inclusive of internal examination /assessment charges however, does not include external examination charges levied by Board or external assessment bodies. Kindly note that there is no examination fee from PPW till Gr II.
3. Parents have to pay separately for uniforms, book set, stationary, RFID cards (compulsory) transportation and any tours & excursions which is optional in nature.
4. As per directives received from Board, the fee shall be paid through NON-CASH MODE only.
5. Fee Payment Schedule: The complete fee has to be paid four times a year Cheque / Demand Draft in favor of **SWARNPRASTHA PUBLIC SCHOOL** payable at Greater Noida on or before last date of payment to avoid late fee fine on or before the following dates:
 - ❖ 15th April – Composite school fee for the months of (April- June)
 - ❖ 15th July- Composite school fee for the months of (July- September)
 - ❖ 15th October - Composite tuition fee for the months of (October –December)
 - ❖ 15th January - Composite tuition fee for the months of (January- March)
6. Parents may also deposit fee through NEFT / RTGS, the details of which are given below:-
 - ❖ Beneficiary Name - SWARNPRASTHA PUBLIC SCHOOL
 - ❖ Name of Bank - HDFC BANK
 - ❖ Branch Address - Model Town, Sonapat
 - ❖ Account No - 01911000061520
 - ❖ IFSC Code - HDFC0000191
7. You are requested to write at the back of Cheque/DD the student's name, class, section and your contact no. In case of online payment, the parents must ensure to send the details (Name of student and class, NEFT UTR No, Date) and send it to accounts@swanprastha.com
8. Students shall not be allowed to appear for Term Exams unless all the dues are paid to date. The result may also be withheld of the fee defaulter.
9. If the fee is not paid by the end of the respective fee quarter, then the name of the defaulter shall be struck off the rolls. Fresh admission will be at the sole discretion of the School Management. In such cases, parents will have to pay Rs. 5,000/- as Re-Admission Fee.
10. Bouncing / Return of cheque for any reasons shall be treated as non-payment of dues and additional amount of Rs 500/- shall be charged towards Bank Charges along with Late fine and Penalty applicable.
11. If any parent will pay fee in cash then Rs 500 /- will be charged extra towards cash handling charges.
12. Fee Bill for each quarter will be given on or before last day of the previous month of the beginning of the new quarter and are sent through institutional id of students and registered email if of parents and payment link to their mobile no. In case you don't receive, please ask for it from the school. No fee shall be received without Fee Bill.
13. If parents fail to deposit the fees by the 15th of the respective fee quarter, a late payment charge of Rs 10/- per day will be charged for delays in fee deposit.

SWARNPRASTHA PUBLIC SCHOOL
SECTOR 19, NEAR OAMXE CITY , SONEPAT (DELHI NCT REGION)

14. The security amount will be refunded by way of account payee cheque only after completion of one month from the date of issue of SLC.
15. No SLC shall be issued until all dues are paid.
16. No withdrawal of transport facility in the last quarter shall be entertained.
17. In case to discontinue transport facility, one month notice is required otherwise transport fee for the full month will be charged.
18. Parents are requested to keep Fee Bill / Fee Receipts in safe custody and produce them to school as proof of their having deposited the fee amount / payment. In case of loss of these, a fresh can be obtained from Accounts Office on payment of Rs 50/-
19. Almanac / Report card will be reissued on submission of penalty of Rs 100/-.
20. RFID card- Rs 500 to be paid in case of lost card and Rs. 100 to be paid in case of reprint of the damaged sticker and Rs. 25/- to be paid towards new lanyard.
21. If any parent is willing to pay 12 months fee in advance in April (at the beginning of the academic session) then school will be happy to give **one-month** composite school fee waiver.
22. Transportation facilities are optional in nature and fee is being charged for 11.5 months only.
23. Though SPS try not to increase the transport fee but may review it every quarter in view of the dynamic fuel policy of Govt. of India which is linked with international market and fee may vary quarter to quarter and in case of extreme situations.
24. In case of transfer and withdrawal parents must inform the school via email at least one month prior to the commencement of the next quarter failing which an amount equivalent to one quarter will be charged.
25. Fee will be accepted from 9 am to 3 pm at the school counter.