

# **New Indian Model School**

## **NIMS Fee Collection Policy 2023-24**

Adapted: 2017

Reviewed: 2018,19,20,21,22,23

Next Review: March, 2024

1. All fees are to be paid strictly in advance, on or before the 5<sup>th</sup> of each month from Grades KG 1 to Grade 12. All students must pay fees in 4 installments annually
2.
  - 1<sup>st</sup> installment –April May and June – Will be collected before 5<sup>th</sup> of April
  - 2<sup>nd</sup> installment- September and October - Will be collected before 5<sup>th</sup> of September
  - 3<sup>rd</sup> installment- November and December Will be collected before 5<sup>th</sup> of November
  - 4<sup>th</sup> installment- January, February and March- Will be collected before 5<sup>th</sup> of January

All payments must be in cash, or bank transfer either through Skiplly/school account. PD cheques will not entertained. Parents who wait for Education Allowance cheques from their Employers, cheques from Charity organizations etc. have to make payments punctually before 5<sup>th</sup> of each month. The school will not wait for fees payment until the remittance from the mentioned agencies or authorities. If the child leaves the school before the end of an academic year, the remaining Charity cheque amount will be returned to the concerned organizations only. ( If a cheque comes from a charity organization like red crescent etc., the amount will not refunded on transfer of the

student. The remaining cheque amount in the particular student's account will be transferred to the concerned charity organization only)

Only fees approved by ADEK will be collected from the parents

Registration fee does not exceed 5% of approved tuition fee.

Registration or re registration fee will be charged only when the student is enrolled.

3. School will retain the registration or re registration fees collected from each student, if the student attends any part or days of week 1 of the semester or fail to show up at all without the parent notification in writing
4. No school fees will be refunded for the break in attendance period.
5. If the School fails to enroll the student as a result of not having sufficient capacity, the School will reimburse to the Parent/Guardian the full registration or re-registration fees.
6. The school will retain tuition fees and bus fees of the term in case the student breaks/leaves school in between without the parent's notification in writing in advance before the beginning of a term.
  - If a student attends from one week and up to three weeks in a term, the School may retain the value of one full month of tuition fees.
  - If a student attends over three weeks and up to six weeks in a term, the school may retain the value of two full months of tuition fees.
  - If a student attends over six weeks in a term, the school may retain the full-term fee.
  - Official holidays and absences from classes are considered part of the week.
7. The value of one-month tuition is calculated by dividing the total tuition fees for the school year by 10 months.
8. Textbook and uniform fees paid to the school are refunded, only if they are not used.
9. Transport fees will be refunded if transport is not used by the student which is to be informed by the parent in the prescribed form before one month of the proposed non usage of transport

10. The school will not dismiss students due to a delay in payment of school fees.
  - School will suspend a student for up to three days but only after sending three warning notices each being one week in duration each time to a student's parent/guardian.
  - The school will withhold the students' examination reports cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues are settled.
11. No student will be exempted from exams due to non- payment of school fees or ban from using school transport. (The school will have the right to stop school transportation, if transport fee is not paid punctually)
12. Fees are accepted during the timing fixed for the purpose.
13. Fees must be paid for the months during which the pupil's name is maintained in the class register even if the pupil is absent during those months.
14. Parents are requested to send, as far as possible the exact amount of fees
15. Small children should not be entrusted with fees.
16. All cheques must be drawn in favour of "The New Indian Model School" and crossed as Payee's A/C only.