

3. SCHOOL FEES POLICY

Policy highlights:

The Model school Fee collection policy includes;

- 1) School fees and payment schedule are as per the approval by ADEK.
- 2) School does not charge any excess fees other than the approved fee by ADEK.
- 3) The value of one-month tuition fee is calculated by dividing the total tuition fee for the school year by 10 months.
- 4) The school collects the first installment of the fee for the academic year in the month of March/April according to the beginning of the academic year.
- 5) A registration fee of 5% of the ADEK approved tuition fee will be charged for the newly admitted students. The registration fee will be deducted from the tuition fee.
- 6) The school will retain the registration fee if the student attends any part of week one of the term or fails to show up at all without the Parent/Guardian notifying the school in writing sufficiently in advance before the beginning of the term.
- 7) The school will retain the tuition fee in case of the following situations;
 - The school will retain one full month of tuition fee if the student attends from 1 to 3 weeks in a term.
 - The school will retain the value of 2 full months of tuition fee if a student attends over 3 to 6 weeks in a term.
 - The school will retain one full term fee if a student attends over 6 weeks in a term.
 - The same hold good for the students who have paid the one year fee in advance
 - Official holidays and absences from classes are considered part of the week.

- 8) If the school fails to enroll the student as a result of insufficient capacity, the school shall reimburse to the parent/guardian the full registration or re- registration fees.
- 9) Textbook and uniform fees paid to the school shall not be refunded once issued.
- 10) Transport fees shall be refunded in the same manner as tuition fees.
- 11) The school will refrain from charging money or deposit money or application fees or first time enrollment fees from parents/guardians as means to register students or as payment of any of the remaining fee balance, even if such were refundable.
- 12) The school collects tuition fees in three installments in each academic year. Parents are required to submit post dated cheques at the beginning of the academic year or during registration time, whichever falls early.
- 13) The school shall follow the guidance issued by the Council in dealing with fee delay and non-payment cases.
- 14) In case of non-payment of fees, the school will suspend a student up to three days but only after sending three intimations / notices, each being in one week duration to a student's parent/guardian.
- 15) 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.
- 16) The school shall not prevent any student from sitting for any end-of term or end of year examinations or any examinations assigned during the term for non- payment of fee issues.
- 17) The school shall not ban any student from using school transport going or coming back from school in the case that the student's guardian did not pay school tuition fees on time.

3.1 Fee structure for the academic year :

Grade	Tuition	Text Books	Bus Fees	Uniform
KG 1	4,600	230	3510	110
KG 2	4,600	240	3510	110
G1	4,600	290	3510	130
G2	4,600	330	3510	140
G3	4,600	375	3510	145
G4	4,600	390	3510	150
G5	4,600	400	3510	160
G6	4,600	400	3510	160
G7	4,600	420	3510	165
G8	4,910	420	3510	150
G9	4,910	225	3510	150
G10	4,910	280	3510	150
G11	6,340	300	3510	160
G12	6,340	275	3510	160

3.2 Fee rules

- 1) All fees are to be paid strictly in advance, in three (3) equal installments through post- dated cheques before the beginning of the academic year or the admission registration whichever comes yearly.
- 2) The fees are to be paid by 10th of each month, if permitted for monthly payment.
- 3) No reduction of fees is made for the broken period of attendance.
- 4) Fees are accepted as per timings fixed.
- 5) Fees must be paid for the months during which the student's name has been carried
- 6) on in the eSIS register even if the student has been absent during those months.
- 7) Parents bear the total responsibility for the payments of fees on time.
- 8) All cheques must be drawn in favor of 'THE MODEL PRIVATE SCHOOL' and crossed as
- 9) Payee A/C only.
- 10) The school will not accept responsibility for any returned or bad cheques. In case of returned /bad cheques, the parent is liable to bear the bank charges borne by the School.
- 11) Cheques will be en-cashed on due dates. The school will not hold cheques for any reason.
- 12) Parents are requested not to send cash payments through their children. The school will not be held responsible for any loss of money sent through students.

Fee defaulters' policy:

All fees are to be paid in advance in three (3) equal installments as per the circular issued in each academic year. If failed, then the following actions will be taken;

Warning	Sent remainder on	Deadline for the payment	Mode of warning

1 st warning	12 th of the month	Before 16 th	Reminder letter is sent to the parents with the students' diary signed by the class teacher.
2 nd warning	17 th of the month	Before 21 st	Second Reminder cum Warning letter is sent through the student
3 rd warning	22 nd of the month	Before 26 th	Final warning letter is sent through the student

If the parent fails to comply with the above, the matter will be brought to the Principal's attention on 28th of the month and the parents will be contacted. The parent will have to give a written undertaking to pay the fee within a specific period of time, based on the nature/reason for the non- payment of fees and has to obtain sanction from the Principal. Failure in fulfilling the conditions sanctioned by the Principal will lead to the suspension of the students for 3 days within which the parent must have to pay the due amount.

Responsibilities:

Cashier:

Prepare a list of fee defaulters after 10th of every month and pass the list to the supervisors.

Supervisor:

Reminder / Warning letter will be prepared according to the list and will be handed over to the class teacher.

Teachers:

Teachers have to issue the warning letter/intimation letter to the parents through students and make the follow up.

Principal:

Will call the parents when the fee is not paid after three warning letters and will make the follow up.