

# FEE INFORMATION

## PAYMENT SCHEDULE FOR ON ROLL STUDENTS

Term	Months Covered	Fee Collection Date
Instalment I	Apr- May-Jun	1 <sup>st</sup> - 20 <sup>th</sup> Apr 2024
Instalment II	Jul-Aug-Sept	1 <sup>st</sup> -10 <sup>th</sup> Jul 2024
Instalment III	Oct-Nov-Dec	1 <sup>st</sup> -10 <sup>th</sup> Oct 2024
Instalment IV	Jan-Feb-Mar	1 <sup>st</sup> -10 <sup>th</sup> Mar 2025

*Note:*

- ❖ *Monthly fee bill of your ward can be generated on your request. The last date for the monthly fee payments will be 10th day of every month, failing which, a late fine will be imposed.*
- ❖ *Students of classes X, XI & XII should clear the Fees for the Last quarter along with the Registration fees for the Board Examinations by 10th November.*

## PAYMENT SCHEDULE FOR NEW ADMISSION

Fees will be charged from the month of admission subject to submission of Transfer Certificate / proof of fee paid.

## DOWNLOADING FEE BILL

Fee bill can be downloaded by the school website [www.dpsi.ac.in](http://www.dpsi.ac.in)

- Click on "School Fees"
- Click on "Online Fee Payment". It takes you to the Neverskip login portal.
- Log on with your register mobile number
- Click on "Fee Bill Summary" from the menu and download fee bill(s)

## PENALTY FOR NON-REALISATION OF CHEQUES

- \* A sum of Rs 500/- is to be paid for each cheque by the parent/guardian(s) in case the given cheque is dishonored by the bank.
- \* In such cases, payment is to be made by Demand Draft/Pay Order in lieu of non-realised cheque payment, with penalty charges and late fee added to the requisite amount.

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## MODE OF PAYMENT

### Online Payment

Payment can be made through Credit/Debit Card/UPI/Net Banking through our website [www.dpsi.ac.in](http://www.dpsi.ac.in).

- Click on "School Fees"
- Click on "Online Fee Payment". It takes you to the Neverskip login portal.
- Log on with your register mobile number
- Click on "Pay online".
- Check mark on Month / Quarter.
- Check mark I agree to the T&C and click on "Pay"
- Now select the mode of payment and complete the transaction.

### Payment through Mobile App

Download the "SCHOOL PARENT APP" available on Google Play Store and App Store for iOS.

- Open application and Log on with your register mobile number
- Select "Fee Activity" from the menu.
- Click on "Pay Now".
- Check mark I agree to the T&C and click on "Pay"
- Now select the mode of payment and complete the transaction.

### By Account payee cheque

Parents who wish to pay through account payee cheque can deposit in the accounts department (Saket Branch only) on all working days. (Saturday, Sunday and Gazetted Holidays excluded).

- Cheques will not be accepted at DPS International, R K Puram.
- Cheque/Demand Draft / Pay order to be made in favour of "DPS International".
- Write Admission No., Name, Class, Mobile No. on the reverse of the Cheque.
- Outstation Cheques / Postdated cheques and Cash will not be accepted.

## TRANSPORT AND MID-DAY MEAL FEE

- Charged on a Quarterly/Monthly basis for 11 months OR From the month in which students avail the facility during the academic year. (calculated from the date mentioned on the written consent)
- Students opting for lunch facility after the 15TH day of the month will be charged half the fee.
- It is mandatory to fill up the consent form to avail either/both facilities.
- If the facilities are discontinued, one month's written notice is mandatory within the 10th of the month, else, the next month's fee is chargeable.
- The school may withdraw the lunch and/or transport facility due to unforeseen circumstances.

# FEE INFORMATION

## WITHDRAWAL

### In case of a new admission

If a parent decides to withdraw his/her ward within one month of depositing the full fee or before the commencement of session, the school shall retain Registration charges, Admission fee and Tuition fee for one month only.

### In case of an on-roll student

- A Withdrawal form must be duly filed and submitted by parents seeking to withdraw their ward, one month prior to withdrawal date.
- The parent is liable to pay one month fee (inclusive of facilities availed) in lieu of notice.
- If notice for withdrawal is received on or before the 10th day of the month, relevant month will be included in the notice period.
- Annual charges / all monthly fees will be charged up to the end of notice period on a pro-rata basis.
- All withdrawal formalities must be duly completed for your ward to receive transcripts, report cards and transfer certificate.
- The same notice is applicable even for withdrawal sought at the end of the academic session.
- In the case of students appearing for the IGCSE and A-Level Examinations, fee will be charged for the full academic year.
- Fee and other dues will be adjusted against Caution Money and balance if any, will be payable by the parent.
- Security deposit, if any after adjustment of dues, will be refunded via RTGS/NEFT and Transfer Certificate will be issued within 30 days of withdrawal date.
- The Transfer Certificate will only be processed after all dues are cleared.

## FAILURE TO PAY BY DEADLINE

- If the fee is not paid / realized by the due date, a late payment charge of Rs. 50/- per day will be imposed up to the date of payment.
- In case of non-payment of fee (inclusive of late fine) before the end of the due month, the student will not be allowed to attend classes.
- Further, in case of non-payment of fee (inclusive of late fine) by the end of three months, the name of the student will be struck off from the rolls and the Security Deposit/ refundable amount, if any, will be adjusted against the dues.
- Re-admission fee as applicable, will be charged, if re-admission is granted.

## EXPULSION/ RUSTICATION

- A student who has been expelled or rusticated mid-session, will not be required to pay fee beyond the month of expulsion/rustication.
- The fee policy is binding for all students on-roll. Parents/guardians are advised to seek clarification in this regard from school in the event of a doubt or query.
- In the event of any dispute in the interpretation of the fee policy, the decision of the Management shall be binding for all concerned.