



DELHI PUBLIC SCHOOL

Sector 102A & 103, Dwarka Expressway, Gurugram

Session: 2027-2028

FEE POLICY, ADMISSION CANCELLATION AND REFUND POLICY

Admission at DPS, Dwarka Expressway starts with a provisional admission and if you wish to accept the offer, the following fee is required to be deposited on the day of the offer to secure seat for your ward.

- Admission Fee
- Caution Money
- Quarterly Fee will be payable at the time the session starts

Provisional admissions will be processed and converted to a confirmed admission only after submission and verification of the required documents, and the deposit of all applicable fees before the start of the academic session.

1. Fee Payable

A. Admission Charges *(payable only at the time of admission)*

- Registration Fee
- Admission Fee
- Caution Money

B. Regular Charges *(payable quarterly, which includes the following)*

- Composite Fee
- Lab Charges (applicable for Grade IX–X)
- Lab Charges (applicable for Grade XI–XII, as per subjects)
- Transport* (optional, applicable for 11 months)
- Meal Charges* (optional, applicable for 11 months)

Transportation Fee: Grant of admission to school does not guarantee a seat in the school bus. Parents seeking bus facility for their wards, therefore, should confirm the suitability and availability of bus routes and convenience of bus stops from the Transport Manager before making any payments towards reservation of seats or towards confirmation of admission.

C. Other Applicable Charges for Additional Facilities (optional):

Payable towards additional services such as:

- Sports Club before and after school
- Therapies and additional learning support charges
- Outbound Trips
- Before and after school activity
- Weekend Clubs
- External examination charges
- Counselling Support
- College Advisory Support
- Specialized Student Projects
- Off-campus sporting/cultural events
- Tours/trips/learning expeditions/annual camps/school function

Note: These amenities are optional and may be obtained as per the terms, conditions, and charges stated by the responsible School/third-party vendor.

The Fees does not include the cost of books, stationery, uniforms, and/or excursions and/or tour facilitators' charges for our field trips or out-bound trips and/ or any such additional activities/ amenities as these costs are variable depending on the destination, time of travel, and/or facilities involved. Information including but not limited to all costs will be shared closer to the date of the scheduled excursions. These payments are also typically made directly to the external trip facilities.

Please note that the school has attempted to make the fee policy as comprehensive as possible. However, there may be other fees/ charges that become payable from time to time which shall be notified by the school to the parent.

2. Mode of Payment

- All fees are payable and accepted in Indian Rupees only.
- Fee payments may be made through the following options only (Please note that the school does not accept cash payment for fees):
- Cheque drawn in favor of Delhi Public School, payable at Gurugram, can be dropped at the school's accounts office OR through Payment Gateway
- While making any payment, please include the student's name, grade, and details of parent/guardian and registration number of the child.
- All bank charges on inward remittance of fee, if any, shall be debited to the student's account.
- If any cheque is returned as dishonored, a processing fee of INR 300/- in addition to the applicable bank charges and late payment charges will be debited from the student's account.

3. Fee Payment Due Date

- The Quarterly Fee as mentioned above is due at the start of each respective quarter of the academic year, namely on or before the 10th of April, July, October & January respectively. A reminder with the amount due will be communicated to all parents, however, even if no reminder is issued, the liability of payment shall be that of the parent/guardian.
- Delay in payment of fees would result in a late fee penalty of Rs. 100/- (Rs. hundred) per day being levied until the outstanding dues are paid in full. In the event of an unjustified/unauthorized delay on a recurring basis, a temporary suspension may be instated till the clearance of the fee. In case, however, of continued delay/failure to pay the fee, it may (after notifying the parents) lead to striking off the name of the student from the rolls of the school.
- If parents have any query or objection related to school fee, then it does not mean that parents will not pay the quarterly fee on or before time. It is compulsory for parents to clear their dues before or on the due date, even while the issue is being resolved. Otherwise, point no. 3(b) will be implemented.

4. Admission, Withdrawal and Refund Policy

- A parent/ guardian may request withdrawal of their child/ children through written communication on school portal or mail at info@dpsgurgaon.in filling. On withdrawal of a child from school, the following will be admissible refunds and claim of parent:

In case of existing students:

S. No.	Heads of fees	Extent to which refundable	Timelines
1	Quarterly Composite fees, Lab Charges, Meal Charges and transport charges	Partially refundable If withdrawal application received before 10th of the month, then will be retained that month fee only and rest will be refunded. If withdrawal application received after 10th of the month, then next month fee also be retained as one month notice period and the rest will be refunded	10 – 15 working days from application
2	Additional services Charge for special classes	Non-refundable	NA
3	Caution Money	100% Refundable (Without Interest)	10 – 15 working days from application
4	Registration Fee & Admission fee	Non-refundable whether the student has commenced classes or not	NA
5	Payments paid towards excursions or towards any other arrangement made with school or any third party	Only depends upon the cancellation conditions of the cancellation policy of the facilitator/vendor	As per the cancellation policy

*Pro rata is calculated on calendar month basis

In Case of New Students/admissions:

Registration Fee & Admission Fee - Non- refundable whether the student has commenced classes or not.

5. Force majeure:

- In case of occurrence of any force majeure condition which causes the school to close down for such period of time as may be necessary and/or mandated and/or which causes physical classes to be suspended, in part and/or in whole, the Parent/Guardian shall be required to pay the composite fee and/or any other charges (as may be stipulated by the school) for the entire period of such closure and/or suspension of classes. The parent/guardian shall also not seek any refund of paid fees and/or charges for such a period of closure/suspension.
- Force majeure condition(s) shall mean and include but not be limited to any act of nature such as fire, earthquake, cyclone, floods, etc., epidemic and/or pandemic, disease, air pollution, weather conditions, strike, riot, agitation, Govt. notification, court order, change in applicable law, etc., and/or any act which is beyond the reasonable control of the school.



6. Policy Review and Revision

Any change in fees policy and fee structure will be subject to approval of school management Committee and in case of any increase or change in fees for the applicable academic session, it will be duly notified to the parents via written communication.



ADMISSION CHARGES payable at the time of admission

Registration Fee (non-refundable)	INR 2,500
Admission Fee (non-refundable)	INR 53,690
Caution Money (refundable)	INR 13,915

REGULAR CHARGES payable quarterly

Grade	Composite Fees	Lab Charges	Total
Foundation Year to UKG	INR 45,612	NA	INR 45,612
I to II	INR 47,580	NA	INR 47,580
III to V	INR 48,276	NA	INR 48,276
VI to VIII	INR 49,830	NA	INR 49,830
IX	INR 49,824	INR 2,541	INR 52,365
X	INR 51,927	INR 2,541	INR 54,468
XI - XII	INR 54,170	INR 1270 per lab per quater	INR 54,170 +lab charges , if applicable

OPTIONAL CHARGES payable quarterly

Transport Charges

Transport Charges	2027-2028 (Quarterly)
0 - 5 Km	INR 12,600
More than 5 Km & till 10 Km	INR 14,223
More than 10 Km & till 15 Km	INR 15,216
More than 15 Km & till 20 Km	INR 16,539

Meal Charges

Grade	Foundation Year - Grade II	Grade III - XII
Meal Charge	INR 7,332	INR 7,863

Note

- Lab Charges (INR 1,270 per quarter per lab XI- XII)
- Transport is optional and subject to availability on a first come first serve basis.
- Caution money is an interest free amount which will be refunded at the time of withdrawal



Parent Declaration and Acceptance

This is to confirm that I have read, understood, and accept the fee policy as stated above and the fee structure as attached on the subsequent page. I further confirm my understanding and acceptance that the terms of the policy and the fee structure are subject to change with written notice and that my child’s continuance is conditional upon following the terms and conditions of this policy along with all other applicable school policies, procedures and school Code of Conduct, Medical Policy, etc. The parent shall be duty-bound to review such policies from time to time on the website/ parent portal of the school. The school shall not be able to provide any specific intimation of any change in any policy and the parent is requested to keep himself/herself/themselves updated with all policies of the school and/or any amendments made from time to time as shall be provided on the website/parent portal of the school.

I fully accept and understand the above fee structure and its necessity to support the learning systems developed for the school. Having read the fee policy and fee structure of the school and the clause on the year-on-year fee increase, I feel confident that I will be able to provide the financial support required to my child to ensure continuous learning experience and emotional safety for my child. I also fully accept and undertake that I shall continue to pay the composite fee and/ or any other fee/ charges as may be required by the school, even in case physical classes are not commenced in the school and/ or in case in the future the school is required to cease physical classes and/ or any other activity, service, etc. due to any force majeure conditions as provided in the Policy.

"I/We confirm that we have read the policy document thoroughly and have clarified any queries or doubts, if any, with the school staff prior to signing this document."

Delhi Public School
Dwarka Expressway 102A & 103
Gurugram

Parent Signature _____

