

# INSTRUCTIONS FOR PAYMENT OF FEE

The fee may be paid and deposited online through ERP or in AXIS Bank, Alwar. From the session onwards the facility of Debit Card Swipe Machine and QR Code is also available in School Office. Parents can deposit the fee through NEFT as well. Kindly note that fees is not accepted in CASH. The required details i.e. the IFSC, MICR and account number are as follows :

- ▶ A/C Name - Alwar Public School
- ▶ A/C Number - 912010016568032
- ▶ IFSC Code - UTIB0000401
- ▶ MICR Code - 301211002

**Note: Please mention student's name and class in the reference.**

Fee can be paid on any working day between 1st and 20th of every fee paying month (April, July, October and January).

I Quarter	1st April to 20th April 2023
II Quarter	1st July to 20th July 2023
III Quarter	1st October to 20th October 2023
IV Quarter	1st January to 20th January 2024

- a) Parents can deposit the fees on monthly basis before 10th of every fee paying month.
- b) Payment beyond due date would incur late fee charges, as mentioned below -
  - \* Late fee Rs. 25 per day up to the last day of the fee paying month and Rs. 50 per day thereafter.
  - \* If a cheque is dishonoured, a penalty of Rs. 200/- along with the bank's clearing charges will have to be borne by the parent.
- c) There will be no official reminders sent to the parents for fee not received on time.

The fee booklet, duly filled, must be presented along with the fee. The fee and other charges are subject to revision from time to time. School leaving certificate will be issued only when all dues to the school have been paid in full.

The admission fee and stationery charges, are not refundable. Cheques should be drawn in favour of Alwar Public School.

- d) Caution money can be claimed after one month of the withdrawal of the child from the school. Those students who notify that they are leaving school in the month of April/May will be required to pay fee for the entire first quarter.

**Note :-**

- \* 50% concession will be applicable on the admission fee of the sibling. (real brother and sister)
- \* A concession of Rs. 2000/- will be applicable if the fees of all the four quarters is deposited in the month of April, 2023.
- \* Admission number of the student should be mentioned in the pay-in-slips.
- \* Student's Name, Admission Number, Mobile Number and Class should be mentioned at the back of the cheque.