

**Date: 08<sup>th</sup> June'24**

**Circular No: QCS/2024/092**

Dear Parents  
Greetings!

### **Fee payment periodicity**

In alignment with our previous communication through Notice No. 063, dated March 18, 2024, and Circular No. 88, dated. May 10, 2024, we want to reiterate our school's shift to quarterly fee payments starting from Academic Session 2024–25 as a school policy. The option for monthly payments was extended to support our parents during the challenging times of the COVID-19 pandemic. However, as the situation has stabilized, the quarterly fee payment system will be the standard procedure hereafter.

#### Note:

- Fee details appear as per the school's policy of quarterly fee payments on ERP for every student, irrespective of the monthly payment permission provided under special conditions.
- All parents are advised to shift to quarterly fee payments from Quarter 2 (July–September).

### **Late Fee Applicability**

The fee must be paid before the 10<sup>th</sup> of the first month of the quarter; thereafter, late charges of Rs. 20 per day will be levied on the fee. For the ease of the parents, late fees have not been levied until May 2024; however, it has been observed that, in spite of regular reminders through calls, messages, and mails, student fee pendency is still visible for the first quarter. Those who fail to clear the first quarter fee pendency by the due date of June 10, 2024, will be levied late fees accordingly.

#### Note:

- Fee details with the late fees will be visible on ERP from June onwards.

### **Fee Payment Modes**

To facilitate the payment process, we have provided multiple convenient payment options, including online platforms and through ERP. Your cooperation and adherence to this policy adjustment are crucial to maintaining the integrity of our financial procedures and sustaining the high standards of our educational institution.

For any assistance pertaining to fees, please do not hesitate to reach out to the school front desk at 9891889900.

Thank you for your continued support and understanding.

Regards



Sandhya Kumaria  
(HOS)