

GARDEN HIGH SCHOOL

318 Prantik Pally, Rajdanga, Kolkata 700 107

Fees Payable (2018–19)

Preparatory


Admission Fee	₹ 90,000/-	Payable at the time of admission; non-refundable
Caution Money Deposit	₹ 15,000/-	Payable at the time of admission; see 3, 4 & 6 below.
Annual Charges	₹ 20,000/-	Payable every year at the beginning of the Academic Session; non-refundable
Tuition Fee per month	₹ 3,800/-	Payable quarterly; see 7 & 8 below.
Maintenance Fee per month	₹ 400/-	Payable quarterly
Development Fee per month	₹ 200/-	Payable quarterly
Computer Lab Fee per month	₹ 200/-	Payable quarterly
Transport Fee per month	Up to 05 kms : ₹ 2000/- From 05 kms up to 10 kms : ₹ 2100/- From 10 kms up to 15 kms : ₹ 2200/- From 15 kms up to 20 kms : ₹ 2400/- From 20 kms up to 25 kms : ₹ 2700/-	} Payable quarterly

Fees: Rules

1. All existing fees are subject to an upward revision from time to time. However, sufficient advance notice will be given before any revision is given effect to.
2. Admission is granted on the specific condition that the guardian undertakes to pay all applicable fees and charges, as existing or revised, by the dates specified hereunder or as will be otherwise intimated.
3. (a) Once admission is granted to any class, no fee, excepting the Caution Money Deposit and Laboratory Deposit (where applicable), after adjustment of dues, if any, will be refunded even if the pupil is withdrawn from the School before/without attending a single class.
(b) All refunds will be made after 15 working days after the receipt of a claim.
4. (a) Please retain the Caution Money Deposit receipt and read the terms and conditions printed on its reverse carefully.

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- (b) In case the Caution Money Deposit receipt is lost, an indemnity bond, executed on a ₹50/- non-judicial stamp paper, must be submitted to the Accounts Office for obtaining a refund. The proforma of the bond is available from the said Office on request.
5. Annual Charges are payable once a year at the beginning of the Academic Year, and no part of it is refundable even if the pupil leaves before the end of the Academic Year.
 6. When a pupil finally leaves the School, the Caution Money Deposit, less any amount due to the School, will be refunded.
 7. Tuition and all other fees are payable **quarterly in advance**:
 - (i) April – June by **10 April**
 - (ii) July – September by **10 July**
 - (iii) October – December by **10 October**
 - (iv) January – March by **10 January**Unless otherwise necessary, no reminder regarding the dates by which the above-mentioned quarterly payments are to be made will be issued.
 8. (a) A **Late Fee** of ₹500/- will be charged if any fee is paid after the due date but in the month it is due.
(b) A **Late Fee** of ₹2000/- will be charged for any fee paid after the last day of the month in which it is due, but before the end of the following month.
(c) If any fee remains unpaid for more than two consecutive months, the name of the pupil concerned is liable to be struck off the rolls without any prior intimation to the guardian.
 9. At the time a pupil finally leaves the School, all dues must be paid in cash, or by a demand draft or pay order.
 10. All payments, except that mentioned in clause 9 above, should be made through NACH only in favour of **Garden High School**. If the NACH mandate given is not honoured on the due date, fees, together with the fine applicable, including ₹500/- towards bank charges, will have to be paid by Demand Draft.
 11. Even if fees have been paid in advance and accepted, prolonged absence of a pupil without prior intimation and/or permission of the School authorities is not permissible. School authorities reserve the right to strike the name of a pupil off the rolls if he is absent for a month, inclusive of holidays, without prior intimation to and permission of the Principal/Vice-Principal.
 12. At least three months' notice should be given in writing or three months' fees paid in lieu thereof before a pupil may be withdrawn from the School.
 13. All dues to the School must be paid, and clearance certificates obtained from the authorized Librarian, Games Teacher and, where applicable, from the Laboratory Superintendent before a Transfer Certificate can be issued.
 14. The School reserves the right to frame new rules or modify existing ones for collection of fees.
 15. A guardian may meet the Administrative Officer to seek any clarification needed.


Principal