

Rules for Payment of International Baccalaureate Diploma Programme

Fees – 2018-2019

Academic Session

April to March

Quarter

The four quarters of the year are as follows:

- 1st Quarter. - April - June
- 2nd Quarter. - July - September
- 3rd Quarter. - October - December
- 4th Quarter. - January – March

Fees are payable quarterly.

Fees Structure

Available in the school website. (i.e www.mhsforgirls.edu.in)

Mode of Payment

- (a) Online through Debit Card/Credit Card/Net Banking. **Please note that the payment gateway charges are to be borne by the guardian.**
- (b) Through Standing Instruction – Debit (SID) of ICICI Bank Ltd.

If any fees remain outstanding on the last day of each month/quarter, then her supplementary fees/ & scheduled school fees will not be realised through Standing Instruction – Debit (SID) on scheduled due date. **It will have to be paid online only** between 11th & 15th day of 1st month of subsequent quarter/ & the subsequent month when scheduled school fees/ & supplementary fees become due including all outstanding fees (if any). **Please note that the payment gateway charges for online payment are to be borne by the guardian.**

Fees will not be received by any other mode.

For changing of mode of payment

Guardians may join/discontinue payment option of SID by submitting relevant form available in the school website. The completed form should be submitted in the previous month (i.e. March, June, September and December) of respective quarter starting i.e. April, July, October & January from which change of payment option is sought.

Fees Payable amount

*Fees payable amount will be uploaded in the guardian portal by 10th day of 1st month of each quarter.

For supplementary fees, it will be uploaded by 10th day of the subsequent month of joining.

Quarter-wise fees payable are also available in the school website.

For the existing students of MHS who will take provisional admission in class XI of IBDP, amount payable in the 1st Qtr. of the next session will be notified separately.

Fees payment date

In case of online payment option - fees to be paid between 11th & 15th day of 1st month of each quarter.

In case of payment by Standing Instruction – Debit (SID) - fees will be realised on the last working day before 16th of 1st month of each quarter on the closing balance of previous day available in the account.

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Procedure for online payment

Each Guardian has already been provided with an Username and a Password. Using the Username and Password, they can login to the guardian portal available in the school website.

Receipt

In case of online payment, receipt will be uploaded in the Guardian portal of the School website as soon as the payment is made.

In case of payment through Standing Instruction – Debit (SID), receipt will be uploaded in the Guardian portal of the School website by the 22nd day of 1st month of each quarter. For supplementary fees it will be uploaded by the 22nd day of the month of payment.

Reminder

If fees is not paid by 15th of the first month of each quarter/last day of the first month of each quarter/last day of subsequent months, a reminder will be sent within a week to the e-mail id of the Guardian as registered with the school.

Payment of Outstanding fees

All outstanding fees will have to be paid online only by Debit Card/Credit Card/Net Banking. **(The payment gateway charges for online payment are to be borne by the guardian).** Outstanding fees will not be received by any other mode.

N.B. : In case of Standing Instruction – Debit (SID) mode of payment, all outstanding fees will have to be paid online only after 22nd day of the month when fees become due.

Double Payment

If guardians paying online find that the amount is paid but guardian portal is still showing fees outstanding, they should pay again and apply to the Principal for refund of the second payment made.

For issuing duplicate/replacement

(Payment to be made online through Debit Card/Credit Card/Net Banking only.)

(Please note that the payment gateway charges for online payment are to be borne by the guardian.)

Fees Receipt	-	Rs. 100
Bus Card	-	Rs. 100
Identity Card	-	Rs. 200
School leaving certificate	-	Rs. 500
Report File	-	Rs. 500 (per report Rs. 200 extra)
Library Book (if lost/damaged)	-	Replacement

For any other school document (not mentioned above), a written application is to be made to the principal after which the school will intimate the fees chargeable for the same.

The auto generated application to be downloaded at the time of payment for above and printout of the same duly signed by the Guardian/Father/Mother is to be submitted within a week along with the copy of receipt of payment to the school.

Supplementary Fees

** Supplementary fees (if any) to be paid between 11th & 15th day of the next month of joining Bus/Chargeable subject etc. after last date of previous quarter, through the mode of payment opted & subsequently with late fee.

Late Fees

For Scheduled School Fees

For 1 st Qtr.	-	In April	Rs. 500,	In May	Rs. 1000,	In June	Rs. 1500
For 2 nd Qtr.	-	In July	Rs. 500,	In Aug.	Rs. 1000	In Sept.	Rs. 1500
For 3 rd Qtr.	-	In Oct.	Rs. 500,	In Nov.	Rs. 1000	In Dec.	Rs. 1500
For 4 th Qtr.	-	In Jan.	Rs. 500,	In Feb.	Rs. 1000	In March	Rs. 1500

For Supplementary Fees For each month - Rs. 100

Penal Fees

For 1 st Qtr.	-	In June	Rs. 2000
For 2 nd Qtr.	-	In Sept.	Rs. 2000
For 3 rd Qtr.	-	In Dec.	Rs. 2000
For 4 th Qtr.	-	In March	Rs. 2000

Withdrawal of a student from the School

Written application from the Official Guardian (as per school record) for withdrawal of a student must be submitted by the last working day of the month so that fees are not applicable for the subsequent month.

Withdrawal from School Bus

Forms for withdrawal may be downloaded from the School website. Completed form must be submitted by the last working day of the month so that fees are not applicable for the subsequent month. Bus Card must be surrendered at the same time.

Refund

*** Refund (if any) to be paid by 15th day of the next month of withdrawal/double payment through Debit Card/Credit Card/Net Banking/SID. (to be refunded only through the mode of payment from which payment has been received). Refund will not be processed by any other mode.

* Fees to be processed on the status of student in the school record on last working day of last month of previous quarter.

** Supplementary Fees (if any) to be processed on the status of student in the school record on last working day of previous month.

***Refund (if any) to be processed on the status of student in the school record on last working day of previous month.

Date : 30/01/2018