

COMPOSITE FEE GUIDELINES

1. School Fees can be paid **Online** - Via PAYTM fee portal / Fee Portal through UPI or in the **School Account Office** by - Cheque / Debit Card / Credit Card / Demand Draft issued on Gurugram / Delhi Banks. Outstation cheques are NOT acceptable at all. Parents should submit crossed cheques in favour of "Greenwood Public School, Sector-9, Gurugram". Also note, School Fees will NOT be accepted in Cash.

School will charge Composite Quarterly Fee (Annual + Tuition Fee) as per following schedule. However, parents have the option to deposit the fees for any of quarters in advance.

Composite Quarter Fee	Composite Fees for the Period of	Due Date
First	April to June (Annual + Tuition Fee)	Between 1 st - 18 th April
Second	July to September (Annual + Tuition Fee)	Between 1 st - 18 th July
Third	October to December (Annual + Tuition Fee)	Between 1 st - 18 th October
Fourth	January to March (Annual + Tuition Fee)	Between 1 st - 18 th January

2. The last date for the payment of fees is the **18th of every Quarter month** (April, July, October & January). After 18th, a late fine will be charged.
3. If parent fails to submit the fees till the last date i.e. 30th of each quarter month (April, July, October & January), the name of the student will be struck-off from the rolls and the child will not be allowed to attend the school. Re-admission will be considered on the availability of the seats and on the payment of pending fee along with re-admission fee.
4. The parents are requested to write the Name, Admission No., Class & Section of their ward at the back side of the cheque.
5. Any cheque returned by the bank (dishonored) will be treated in the category of non- payment of fees and ₹ 500/- shall be charged extra.
6. It must be noted that NO amount {**Composite Fee (Annual + Tuition), Transport fee, Admission Fee etc.**} will be refundable by the School Management.
7. In case a parent wants to withdraw the child from school, parents need to inform the school three months in advance.
8. No Part (Monthly) payment is permissible.