Rules and Regulations

1. **Fee Regulation:**
   a. Fee is payable on monthly basis for twelve calendar months of the year and should be paid before the 10th of every month.
   b. Fee can be paid quarterly by the 10th of the first month of the quarter.
   c. The fee should be paid through the school portal. If payment is made directly to the bank, cheques and cash will be accepted at Punjab National Bank, Paschimi Marg, Vasant Vihar, New Delhi – 110057.
   d. The school copy of the fee receipt must be submitted to the school office once the fee has been paid.
   e. A dishonoured cheque will invite a fine of ₹ 250/-.
   f. Bus fee will be paid for eleven months in an academic session.
   g. A late fee of ₹ 20/- per day will be charged after the 10th of each month.

2. **Transport Rule:**
   Bus facility will be provided by the school on the existing bus routes only, depending upon the availability of seats. It will be the responsibility of the parent/ guardian to drop/ collect the child from the specified bus stop.

3. **Withdrawal Rules:**
   a. A two-month prior WRITTEN notice must be submitted for the withdrawal of a student, failing which two months' fee will have to be paid in lieu of the notice period.
   b. In case of withdrawal within ONE month of admission, fee will be refunded after deduction of one month tuition fee and admission charges.
   c. If withdrawal is done after ONE month of admission there will be no refund.
   d. The Transfer Certificate will be issued only after all dues have been cleared.
   e. For withdrawal of the bus service, two months' notice is required, failing which two months' bus fee will have to be paid in lieu of the notice period.