



# CAMBRIDGE SCHOOL

## Greater Noida

### School Fees Rules and Guidelines

1. Fee bill will be uploaded on the parent portal at the beginning of every quarter.
2. Alterations of the fee bill will not be accepted.
3. The school fee including bus fee is due during the first 15 days of April, July, October and January each year. In case the last day for payment happens to be a holiday, the next working day will be considered the last day. This is applicable in case of quarterly payment of fees.
4. Parents who wish to pay fees monthly may do so by submitting a written application to the school office.
5. During the fee due period, parents can pay the fees by any one of the following methods:
  - (i) DropBox at the school gate: By cheque/ DD along with the fee slip between 8.00 am to 2.00 pm. *(The DropBox will be available only during the due period)*
  - (ii) School office: By cheque along with the fee slip between 8.15 a.m. and 1.00 p.m.
  - (iii) Bank: By cash or cheque along with the fee slip at the Indian Overseas Bank, C block market, 1<sup>st</sup> floor, Alpha-I, Greater Noida; between 10.00 a.m. to 3.00 p.m. Monday to Saturday. (2nd and 4th Saturdays are bank holidays)
  - (iv) Online payment: through Paytm from School Eye student portal
6. Cheques should be made in favour of 'Cambridge School Greater Noida'. Parents must write the student's name, class with section, admission number and a contact number on the reverse side of the cheque.
7. The fee must be paid in full. Part payment is not accepted.
8. Post-dated cheques are not accepted.
9. Parents who wish to pay the fees in advance for the entire session may do so using the fee bills issued online by the school. An incentive of ₹ 2500 will be given if the fees for the entire session is paid in advance in the month of April. This incentive is also available in July to those parents who paid the first quarter's fee while taking admission and to the students of class XI who take admission in month of July.
10. Bus fee, payable quarterly, will be charged along with the school fee except for class X and XII where the bus fee will be charged six-monthly. No bus fee is charged for the month of June. No bus withdrawal is allowed in the fourth quarter.

11. A fine of ₹ 500/- would be charged in case a cheque is dishonoured for any reason.

12. Please note the following fee schedules:

(i) For quarterly payment of fees

<b>First Quarter</b> 1 April to 15 April      Due Period 16 April to 25 April      Fine ₹ 100 26 April to 05 May      Fine ₹ 500 06 May to 31 May      Fine ₹ 1000	<b>Third Quarter</b> 1 Oct to 15 Oct      Due Period 16 Oct to 25 Oct      Fine ₹ 100 26 Oct to 05 Nov      Fine ₹ 500 06 Nov to 30 Nov      Fine ₹ 1000
<b>Second Quarter</b> 1 July to 15 July      Due Period 16 July to 25 July      Fine ₹ 100 26 July to 05 Aug      Fine ₹ 500 06 Aug to 31 Aug      Fine ₹ 1000	<b>Fourth Quarter</b> 1 Jan to 15 Jan      Due Period 16 Jan to 25 Jan      Fine ₹ 100 26 Jan to 05 Feb      Fine - ₹ 500 06 Feb to 28 Feb      Fine - ₹ 1000

(ii) For monthly payment of fees

01 <sup>st</sup> to 10 <sup>th</sup> of the month	Due period
11 <sup>th</sup> to 20 <sup>th</sup> of the month	₹ 200
21 <sup>st</sup> to the end of the month	₹ 500

13. Fine will be charged after the due period as mentioned above. No reminder or intimation will be sent by the school for payment of fees. After the fine period is over, further non-payment of fees would lead to the removal of the student's name from the school rolls. Re-admission of the child would then be at the discretion of the Head of School subject to availability of seat in that class.
14. Bus facility will be withdrawn from students if the due school fees are not received within sixty days of the due period.
15. In case of late payment of fees along with fine (also in case of dishonour of cheque), parents will be required to pay the fees, dishonour charges and fine, applicable as per schedule for that quarter, either online or by a demand draft at the school's office.

## Fee for optional activities

1. Fees for all optional activities are payable along with the school fees.
2. All optional fees will remain applicable for a child unless a written application for withdrawal is received. Such application of withdrawal should reach the school office before the 15<sup>th</sup> of the preceding month otherwise fee for both months shall be charged as notice fee. Notice fee includes all fees applicable to a child.
3. Unless an application for withdrawal is received in writing before the fees become payable, it will be presumed that a child opting for activities in the previous quarter will continue with the same activity in the next quarter.

## Withdrawal

1. Only the parents/legal guardians of a student are authorized to submit an application for withdrawal of the student from the school. Such application requires signatures of both parents. In case of online application, both parents will be required to sign the physical application form at the time of collection of the transfer certificate.
2. The application procedure for withdrawal from the school consists of completing the withdrawal form and the feedback form which are available with the school office, clearing all fees due and returning library books issued.
3. In case of withdrawal of a child from the school or from school bus (except in the last quarter) or from any optional activity, during the course of the session, one month's notice is required in writing.
4. If an application for withdrawal is received before the commencement of an academic session, fees if paid in advance shall be refunded after deduction of admission fee and registration fee applicable for the said session.
5. However, if an application for withdrawal is received after the commencement of an academic session but before fifteenth of a particular month, all applicable fee for that month will be payable as notice fee. Notice fee includes all fees applicable to a child. In case such application is received after fifteenth of a particular month, fees for the current month and the following month will be payable as notice fee.
6. No bus withdrawal will be allowed in the fourth quarter.
7. Transfer Certificates are issued within eight working days, only after the above procedure has been completed.

## School Transport

1. The school has an arrangement with private vendors for plying different bus routes.
2. The school tries its best to comply with the rules and regulations of the authorities concerned. However, it will not be responsible for any disruption in the bus service due to the orders of the Transport or any other authority.

3. Students must wear their ID cards while using the school bus.
4. Students using school bus are not permitted to travel by any other bus except the bus route allotted to them. They are expected to reach their bus stop 10 minutes before the arrival time of the bus.
5. Each student is expected to board and/or deboard the school bus only at his/her regular stop, not just anywhere as per his/her convenience.
6. Parents may help their wards to get on/off the bus but are not allowed to travel by the school bus.
7. Indiscipline in the school bus including vandalizing equipments, distracting bus driver, throwing items/objects outside the bus, misbehaviour with bus driver/conductor/bus teacher/fellow student will be viewed as a misconduct and will lead to suspension from school bus.
8. Routes for the school buses are drawn up after considering the convenience of most parents. However, the decision of the school authorities on routing, timing and pickup points of the bus will be final. Requests for change of bus stop/route will not be entertained except in case of change of address, in which case, a written application should be sent to the Head of School. Allotment of bus route will be subject to availability of seat.
9. The school will not be responsible for the transport arrangement made through private vehicles or for students who commute on their own. However, it is strongly advised that parents ensure that drivers of private vehicles who ferry their children to school possess the required documents and verification reports from police authorities.
10. Non-bus users should be dropped/picked up from the gate allotted to them.
11. The school management reserves the right to create/modify/discontinue bus routes without assigning reasons thereof.
12. Students cannot stop using bus service without written intimation to the school. In case of withdrawal through written application, one month's bus fee will be charged as notice fee. If no such application is received, bus fee will be charged for the entire quarter.
13. No bus withdrawal will be allowed in the last quarter of the academic year.
14. Bus fee is neither fully nor partially refundable under any circumstances.