

(For STD XI going to STD XII)

Date: 15<sup>th</sup> March 2016

**Circular for 1<sup>st</sup> Installment of fees for Academic Year - 2016-17**

Dear Parents

The school commences for Academic Year - 2016-17 as follows:

STD XII – 21<sup>st</sup> March to 23<sup>rd</sup> April 2016

We are sending across fee challan for 1<sup>st</sup> installment with the students on **15<sup>th</sup> March 2016**. The due date for payment of school fees is **18<sup>th</sup> March 2016** – after which late fee will be applicable. Late fee will be charged, as per policy, **Rs 100/- per day**. Pay in time to avoid late fees. All other conditions in terms of payments, due date etc. will remain the same and applicable as per the challan.

***The students who are appearing for re-test will be issued fee challan on 19<sup>th</sup> March 2016 between 9 am and 12 pm. The due date for the same will be 21<sup>st</sup> March 2016.***

- There will be a counter for Book Collection for STD XII where books can be purchased.

**1<sup>st</sup> Installment of fees as follows**

S.R. No.	Class	1st Installment of fees
		60%
		Due Date
		18 <sup>th</sup> March 2016
1	STD XII	64200/-

**Regarding Withdrawal of Admission**

Please note the following points carefully in case you are planning to **withdraw** your ward's admission (Also refer to Withdrawal Policy on our Website)

No verbal communication will be accepted.

1. Please indicate withdrawal before the 1<sup>st</sup> installment fee payment due date which is **18<sup>th</sup> March 2016**
2. If indicated after the due date, you will be **liable to pay the 1<sup>st</sup> installment amount and only then the withdrawal formalities can be processed. This is non-negotiable.**
3. The office will need written/ official communication to process the withdrawal formalities.

## Fee Collection Counter: HDFC bank

1. Fee collection counter will be available at school from :  
16<sup>th</sup> March 2016 to 30<sup>th</sup> April 2016
  2. Help desk days & timings – all school working days. Refer to school calendar for the same.
  3. The timings for the fee collection counter will be **11 am to 3 pm**.
  4. Three modes of payment are possible now including online payment mode.
    - a. For online payment the link is available on the school website [www.theorchidschool.org](http://www.theorchidschool.org). Go to the Admission link on the Header- Click Online Fee payment. It will guide you to step by step online payment process. Charges as applicable for all online payment mode. For Debit Card the charges per transaction are 1.33% + service taxes of the total transaction amount.  
**Online Payment Facility will be available from 15<sup>th</sup> March to 18<sup>th</sup> March 2016.**
    - b. Payment by Cheque / Demand Draft / Pay Order payable at all HDFC branches. No additional charges will levied for this payment mode.
    - c. Cash payment facility available at 6 branches. The list is given below. No additional charges will be levied for this payment mode. Cash payment can be done in following braches only:
      1. **Kothrud Branch:** - PLOT NO 58, 59, MAYUR COLONY, KOTHRUD, PUNE – 411029
      2. **Pashan Branch:** - CASP - BHAVAN, 132/2 PLOT NO. 3, PASHAN BANER LINK ROAD, PASHAN, PUNE – 411021
      3. **Pimple Saudagar Branch** :- SURVEY NO 90, LAKSHADEEP PALACE, SHOP NO - 1, PIMPLE SAUDAGAR,, POST AUNDH CAMP, PUNE – 411027
      4. **Baner Branch** :- PLOT 265/2, BANER ROAD, OPP BHARAT GAS PETROL PUMP, BANER, PUNE – 411045
      5. **Pimpri Branch** :- KAMALA CROSSROADS,FINOLEX CHOWK, UNIT NOS 1 TO 4 AND 26 TO 29,A-WING, OPP PCMC OFFICE, PIMPRI, : PUNE – 411017
      6. **Aundh Branch:** - 93 ANAND PARK, RAJYOG CREATIONS, OFF ITI ROAD, AUNDH, PUNE - 411 007
- For further query Helpline Numbers of HDFC officials:
- |                   |            |
|-------------------|------------|
| 1. Amit Kench     | 9923429561 |
| 2. Uday Rokhade   | 9326735291 |
| 3. Vikram Agarwal | 9372667457 |

Prepared by

Authorized by

Ms. Gauri Gokhale

Ms. Namrata Majhail

Front Office Incharge

Principal