

(For STD IX going to X)

Date: 6th March 2017

Circular for 1st Installment of fees for Academic Year - 2017-18

Dear Parents,

The school commences for Academic Year - 2017-18 for STD X from:

- **29th March 2017 to 26th April 2017**
- **School closes for Summer Vacation from 27th April 2017 till 28th May 2017**
- **School Re-opens on 29th May 2017**

1. Sending across fee challan for **1st installment** of fees (**STD X**) with the students on **6th March 2017**
2. The due date for payment of school fees is **16th March 2017**
3. Late fee amounting to **₹ 100/- per day will be applicable, after 16th March 2017.**
4. Pay in time to avoid late fees.
5. All other conditions in terms of payments, due date etc. are applicable as per the challan.
6. ***Kindly note - if the school fee, 1st installment is not paid before the due date; the child will not be marked present even if he/she attends regular classes. He/ she will not be stopped from coming to school but child would not be able to meet the mandatory overall attendance which would be difficult to cover up later on. It is expected to pay the fee in given time***
7. It is compulsory for the students to carry the fee paid receipt on Book Collection Day – **25th March 2017** and also on the first day of school – **29th March 2017.**

1st Installment of fees

S.R. No.	Class	1st Installment of fees
		40%
		Due Date
		16 th March 2017
1	STD X	₹ 47,600/-

Regarding Withdrawal of Admission

Application Process:

- This process is effective only through **written communication** in form of an application.
- **Telephonic messages/ Verbal communication or an email** will not be considered authentic.
- Written application to be given **before the due date** of school fees to the school office.
- Transfer Certificate form to be filled which is given from school office and should be **duly signed by both the parents** as signed at the time of admission.
- If the parent is a **single parent/** any legal case pending/ a decree etc. **submission of relevant documents** is mandatory.
- Without the appropriate documents, the school leaving certificate will not be processed.

Refund of One- Time Admission Fees (If applicable)

- If A Refundable Deposit is applicable - The '**Original Refundable Deposit Certificate**' or **the Challan receipt** as proof to be submitted along with the application.
- If the challan or Deposit Certificate has been **misplaced**, an **affidavit from a Notary** will be required on a **stamp paper** stating the same.

Processing of Transfer Certificate:

- The Transfer Certificate Form once certified as '**No Dues**' from Class Teacher, Library, Accounts Office and Administration Department, is further processed for producing the 'Transfer Certificate' within **10 school office working days**.
- If the withdrawal of admission is applied **after the due date of school fees**, the parent is liable to **pay the respective installment** and **late fee if applicable** and only then the withdrawal application is taken for further process.
- If you apply for withdrawal after payment of school fees, there is **no refund** for the same.

INFORMATION ABOUT NEW ONLINE FEES COLLECTION APPLICATION

For online fees payment, please refer to the school website
(www.fees.theorchidschool.org)

FEE COLLECTION COUNTER: HDFC BANK

- Fee collection counter will be available at school from:
6th March 2017 to 30th March 2017.
- Fees will be collected by school – 1st Floor Accounts Department between 9 am and 4 pm
- We have four modes of payment of school fees which are as follows:
 - a. **Online Payment** will be acceptable from **6th March 2017.**
 - b. Beyond the due date which is – **16th March 2017, late fee of Rs. 100/- per day** will be calculated including Sunday's and all Holidays. (Applicable only for Online payment)
 - c. **HDFC Bank deposit** through fee challan via **cheque or cash*****
 - d. **Payment by Cheque / Demand Draft / Pay Order** payable at all HDFC branches. No additional charges will be levied for this payment mode.
 - e. *****Cash payment (new currency)** facility available at 6 branches of HDFC. The list is given below. No additional charges will be levied for this payment mode.
Cash payment can be done in following branches 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:

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|------------------------|------------|
| 1. Pankaj Rathi | 9881881399 |
| 2. Shrishivohum Shukla | 8657622522 |
| 3. Uday Rokhade | 9326735291 |

Prepared by

Authorized by

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***As it is a computer generated document, it does not require signatures**