

THE ORCHID SCHOOL

CIRCULAR NO. TOS/FRO/CIR/FS/15-16/31

(FOR STD I TO IX)

Date: 4th April 2016

CIRCULAR FOR 1ST INSTALLMENT OF FEES FOR ACADEMIC YEAR - 2016-17

Dear Parents,

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

- STD I to VIII on 8th June 2016 & STD IX on 31st May 2016

We are sending across fee challan for 1st installment with the students on **4th April 2016**. The due date for payment of school fees is **15th April 2016** after which late fee of **Rs. 100/- per day** will be applicable. 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.

- Paid fee challan copy has to be produced on Book collection – **22nd and 23rd April 2016 (Friday & Saturday)**

1ST INSTALLMENT OF FEES AS FOLLOWS

S.R. No.	Class	1st Installment of fees 40%
		Due Date 15 th April 2016
1	STD I	34600
2	STD II	40200
3	STD III & IV	37600
4	STD V, VI & VII	40800
5	STD VIII & IX	44000

Please Note: STD I to STD V Leapstart (Sports Program) challan amounting Rs. 2200/- will be given separately which needs to be paid along with the first installment of fees. This particular amount needs to be paid via separate cheque/ DD and not clubbed in the first installment.

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)

1. The office will need written/ official communication to process the withdrawal formalities. No verbal communication will be accepted.
2. Please indicate withdrawal **by or before 7th April 2016**.
3. If indicated after the above said date, you will be liable to pay the **1st installment** amount and only then the withdrawal formalities will be processed. This is non-negotiable.

INFORMATION ABOUT NEW ONLINE FEES COLLECTION APPLICATION

1. The Orchid School is launching a new Online Fees Collection Application with effect from 4th April 2016.
2. This particular Application will enable us to:
3. Collect Fees Online
4. Download Fee Challan – all 4 installments
5. Keep a track about the payment history for their ward
6. Download Income tax certificate – Student Fee Related and
7. Pay fees online through Net Banking, Credit Card and Debit card.
8. Paytm – payment option will be soon available. The parents will be indicated about this facility in detail as and when it gets initiated.

FEE COLLECTION COUNTER: HDFC BANK

1. Fee collection counter will be available at school from: **4th April 2016 to 30th 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. 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.
 - o **Online Payment Facility will be available from 4th April to 15th April 2016.**
 - o **Post 15th April 2016 the online payment option will still remain open and the late fee will be calculated as Rs. 100/- per day including Sunday's and Holidays. (Applicable only for Online payment)**
 - 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 of HDFC. 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:

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|-------------------|------------|
| 1. Pankaj Rathi | 9881881399 |
| 2. Vikram Agarwal | 9372667457 |
| 3. Uday Rokhade | 9326735291 |
| 4. Amit Kench | 9923429561 |

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