

THE ORCHID SCHOOL

CIRCULAR NO. TOS/FRO/CIR/FS/16-17/26

FOR STD II TO IX – (Academic Year 2017-18)

Date: 3rd April 2017

CIRCULAR FOR 1ST INSTALLMENT OF FEES FOR ACADEMIC YEAR - 2017-18

Dear Parents,

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

- **STD I to VIII on 6th June 2017**
- **STD IX on 29th May 2017**

1. Sending across fee challan for **1st installment** of fees (**STD II to IX**) with the students on **3rd April 2017**
2. The due date for payment of school fees is **13th April 2017**
3. Late fee amounting to **₹ 100/- per day will be applicable, after 13th April 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 details given in the challan.

Please note: It is mandatory for the students to carry the receipt of the fees paid on the Book Collection Day - Saturday, 22nd April 2017

1ST INSTALLMENT OF FEES AS FOLLOWS

S.R. No.	Class	1st Installment of fees 40%
		Due Date 13 th April 2016
1	STD II, III & IV	40,600/-
2	STD V, VI and VII	44,000/-
3	STD VIII & IX	47,600/-

A note about Leapstart and introduction of an active School Sports Program (SSP)

- For STD II and III, Leapstart (Sports Program) challan amounting Rs. 2450/- 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.
- To bring in more effective coaching and fitness, the school is introducing an active School Sports Program (SSP) in place of Leapstart for students of STD IV and V. A challan amounting Rs. 2450/- 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

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

1. Fee collection counter will be available at school from:
3rd April 2017 to 30th April 2017.
2. Fees will also be accepted by school – 1st Floor Accounts Department between 9 am and 4 pm
3. We have four modes of payment of school fees which are as follows:
 - a. **Online Payment** will be acceptable from **3rd April 2017.**
 - b. Beyond the due date which is – **13th April 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:

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

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