

The Orchid School

Circular No. TOS/FRO/CIR/FS/14-15/30

(For STD IX going to X)

Date: 16th March 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 X – 28th March to 23rd April 2016

We are sending across fee challan for 1st installment with the students on **16th March 2016**. The due date for payment of school fees is **18th 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.

- **Paid fee challan has to be produced on Book collection (Applicable for STD X) – 19th March 2016 (Saturday).**

1st Installment of fees as follows

S.R. No.	Class	1st Installment of fees
		40%
		Due Date
		18 th March 2016
1	STD X	44000/-

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 1st installment fee payment due date which is **18th March 2016**
2. If indicated after the due date, you will be **liable to pay the 1st 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 :
16th March 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.
Online Payment Facility will be available from 16th March to 18th 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

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