

1. Payment schedule & late fee

- The school tuition fee is chargeable for twelve calendar months, payable quarterly and shall be paid by the 10th of every quarter in advance.
- If payment is not made by the 10th, a late fee of Rs. 50/- per month will be levied.
- If the 10th falls on a Sunday or public holiday, fees should be paid on the next working day; otherwise the late fine will be charged.

2. No reduction for holidays

- No reduction will be made for holidays or broken periods. Pupils are liable to be charged the full fee as long as their names are officially on the school admission register/ledger.

3. Overdue fees — examinations & re-admission

- Students whose fees are overdue may be barred from appearing at examinations.
- Names may be struck off the rolls if dues are not paid by the expiry of one quarter.
- Readmission will be granted only on payment of arrears and fresh admission fee.
- All dues must be paid before each terminal examination, however early in the month it may be.

4. Computer education fees

- Fees for computer education will be charged separately for twelve months of the session.
- An annual fee of Rs. 5,000/- will be charged once a year.

5. School conveyance (transport)

- Conveyance charges (if school conveyance is used) will be billed additionally: April–September and October–March. No deduction or cancellation will be entertained.
- Before discontinuing conveyance, one month's written notice must be given or one month's conveyance fee in lieu of notice must be paid.
- All students using school conveyance must have a conveyance/bus card and must bring it to school daily. The school operates its own buses and also hires buses; although staff are experienced, the management/principal will not be responsible for mishaps or accidents.
- Parents must be present at allotted bus stops to pick up and drop their wards. Students must not throw objects inside/outside the bus; unruly behaviour (shrinking, shouting, etc.) is strictly forbidden.

6. Conduct, attendance & general rules

- On the way to and from school, students are expected to conduct themselves properly; irregular conduct will be taken cognizance of.
- Parents are requested not to call or see their wards during class hours; such requests will not be entertained as they disturb the children.
- In all cases of absence, a written explanation signed by the parent must be sent to the Principal.

- Progress reports will be issued to parents at regular intervals.
- Students will be assessed as per C.B.S.E. guidelines/norms.
- Students without school uniform are not allowed to attend classes.
- English is the medium of instruction and should be used at all times on school premises.
- Parents should enforce regularity, punctuality, cleanliness and discipline at home to support the school.
- The school is not responsible for personal loss; any loss should be immediately reported to the Principal/Class teacher.
- Students must make good any damage done to school property.
- Parents/guardians should check and sign the homework diary daily as required.
- Parents/visitors are forbidden to visit classes or talk to teachers/students during class hours without written permission from the Principal.
- No student will be permitted to leave school premises during recess/tiffin break or during school hours.
- Guardians who arrive early or late to collect their wards should ensure their wards reach/leave school on time; the institution is not responsible for late pickups.
- The motto of the school is “Thorough”; management welcomes constructive suggestions but reserves final decision-making authority.
- Students are forbidden from bringing motorcycles, cars, mobile phones, iPods, intoxicants or drugs to school.