

## FEE STRUCTURE

One Time Deposit	Assam Rifles			ARPS Staff		Other Categories		
	AR Offrs	AR JCOs	AR ORs	Teachers	GP "C"	NEC	Civilians	Foriegners
Registration Fee	500	500	500	1000	1000	1000	1000	1500
Admission Fee	1800	1500	1500	3000	3000	2000	3000	3500
Caution Money	6000	5000	4000	8000	8000	6000	8000	10000
<b>TOTAL</b>	<b>8300</b>	<b>7000</b>	<b>6000</b>	<b>12000</b>	<b>12000</b>	<b>9000</b>	<b>12000</b>	<b>15000</b>

Annual Charges								
Computer	350	300	250	500	500	500	500	600
Library	250	200	150	300	300	300	300	400
Science Fee	200	150	100	300	300	300	300	400
Pupils Fund/Exam/Sty	500	400	300	600	600	600	600	700
Games & Sports	300	250	200	400	400	400	400	500
Maint	3500	3000	2500	4000	2500	3700	5000	5500
Smart Class	3000	3000	3000	3000	3000	3000	3000	3500
<b>TOTAL</b>	<b>8100</b>	<b>7300</b>	<b>6500</b>	<b>9100</b>	<b>7600</b>	<b>8800</b>	<b>10100</b>	<b>11600</b>
Tuition Fee	31900	26400	23650	44000	27500	41250	55000	61000

<b>TOTAL Fee (D/S)</b>	<b>40000</b>	<b>33700</b>	<b>30150</b>	<b>53100</b>	<b>35100</b>	<b>50050</b>	<b>65100</b>	<b>72600</b>
Boarding fee	70550	69500	63900	0	0	87500	123900	150200
<b>Total Fee (Boarder)</b>	<b>110550</b>	<b>103200</b>	<b>94050</b>	<b>53100</b>	<b>35100</b>	<b>137550</b>	<b>189000</b>	<b>222800</b>
Uniform/Books etc	6000	6000	6000	6000	6000	6000	6000	6000
<b>Total Fee (Old Student)</b>	<b>116550</b>	<b>109200</b>	<b>100050</b>	<b>59100</b>	<b>41100</b>	<b>143550</b>	<b>195000</b>	<b>228800</b>
<b>Total Fee (New Comers)</b>	<b>124850</b>	<b>116200</b>	<b>106050</b>	<b>71100</b>	<b>53100</b>	<b>152550</b>	<b>207000</b>	<b>243800</b>

## OFFICE, REMITTANCES ETC.

**OFFICE WORKING HOURS** : The school office functions from 0900 hours to 1600 hours on Monday to Friday and Saturday 0900 to 1330 hours. All business, concerned with the office, including the deposit of fees etc should be conducted during these hours. The Principal & the Bursar are normally available during these days and may be seen on prior appointment.

**REMITTANCES** : All remittances of money in payment towards cost of Prospectus, Registration Fee or School Fees should be made by account payee Demand Draft drawn on any bank at Shillong. The Banker of the School is State Bank of India, DGAR Branch, Shillong (Branch code no. is 7338, IFSC Code – SBIN0013883). No remittances should be sent or addressed to a student or any person. As a policy, the School does not accept cheques /IPO's. Parents are advised to always send payment by registered A/D post only.

**LATE FINES** : Fees and other charges as per the bill are to be paid within a month of the date of issue of the bill and should be received in the School Office within the due date.

Fine @ 250/- per week per thousand rupees will be imposed on the arrears payable, if the charges are not paid within the stipulated date.

**COMMUNICATION** : All correspondence with the school is made to the Principal. In all communication to the School, the student's full name, Class and House Number, must invariably be written to avoid confusion and delay in taking appropriate timely action. Parents may not telephone their sons in term time and are advised to refrain from asking the school officials to call their sons / wards over telephone during class hours. The parents should intimate the school and to their wards' regarding change of the postal address, if any. Parents are asked to discourage their wards from making calls during weekdays. They can call on Sundays between 9:30 A.M. to 1:00 P.M.

## WITHDRAWAL

A notice of withdrawal in writing must be given two months before the commencement of the following Half-Yearly term or two month before the beginning of the next academic session. The school must receive such notice, either before 31<sup>st</sup> August for mid- term withdrawal or 28<sup>th</sup> Feb for session end withdrawal. Failure to give such a notice will entail the forfeiture of the caution money. For withdrawal during a term, Annual Fees, Building Fund fees, Boarding & tuition fees for that term must be paid in full. Other deposits will be refunded after deducting expenses actually incurred. In case of failure to give such notice following fees will be forfeited :-

### **During the 1<sup>st</sup> term withdrawal:**

- ✓ 1<sup>st</sup> installment of Boarding and Tuition fees up to 31st Dec.
- ✓ Annual fees, Building fee, Computer fees for whole year.

If a parent decides to withdraw his ward at any time during the term, even if it be immediately after admission, he/she will be required to pay the fees in accordance with the rules of withdrawal. Parents who have paid the fees in lump sum at the beginning of the session, will be refunded the fees of the 2<sup>nd</sup> term, should they, after due notice, withdraw their wards before the beginning of the 2<sup>nd</sup> term.

### **During the 2<sup>nd</sup> term withdrawal:**

- ✓ 2<sup>nd</sup> installment of Boarding and Tuition fees up to 31<sup>st</sup> Dec.
- ✓ Annual fees, Building fee, Computer fees for whole year.

If any student is withdrawn after he / she fails in the exam, the students deposit and caution money will be refunded after adjusting all miscellaneous personal expenditure incurred during his / her stay in the school. In all the cases caution money will be refunded if withdrawal rules are observed. Caution Money and all their deposit will be refunded under such circumstances, after deducting proportional fees and expenses actually incurred.

