

FEE STRUCTURE

ONE TIME FEE AT THE TIME OF NEW ADMISSION			
Registration	1000		
Admission Fee	3000		
Caution Money	8000		
Total	12000		
ANNUAL CHARGES PER YEAR			
Particulars			
Computer	500		
Library	300		
Science Fee	300		
Exam/Sty	600		
Games/Sports	400		
Maint	5000		
Smart Class	4345		
Total Annual Fees	11445		
Tuition Fee	73220		
Fees Day Scholars	84665		
Boarding Fee	148680		
Total Fee (Boarders)	233345		
INSTALLMENT WISE FEES TO BE PAID BY CIVILIANS			
Installment	Month	Boarders	D/Scholars
1 st Installment	April	115000	35000
2 nd Installment	July	40000	20000
3 rd Installment	Oct	40000	15000
4 th Installment	Dec	38345	14665
Total Fees		233345	84665
One time fees new admission		12000	12000

OFFICE, REMITTANCES ETC.

OFFICE WORKING HOURS : The school office functions from 0900 hours to 1600 hours on Monday to Friday and Saturday 09:00 to 13:30 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 31st August for mid- term withdrawal or 28th 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 1st term withdrawal:

- ✓ 1st 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 2nd term, should they, after due notice, withdraw their wards before the beginning of the 2nd term.

During the 2nd term withdrawal:

- ✓ 2nd installment of Boarding and Tuition fees up to 31st 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.

