

DEPOSIT OF FEES

Parents have the option of paying the fee on Bi-Monthly basis or annually. Detailed fee slips will be available on ERP Portal to all students on the first day of every Bi-Month.

1. Payment should be made either through a Bank Draft or Cheque. No post dated cheque or cash will be accepted.
2. Fee can also be paid online by logging into the ERP portal through the online payment tab on our website www.dpskota.com.
3. Student's name, Class, Section, Admission No. and Contact No. must be mentioned at the back of the Cheque or Demand Draft.
4. Date of payment is the actual date of realization in the School Bank Account. Parents are advised to deposit fee well in advance in case of Bank Holidays.
5. Fine for late payment of fee: 25 days from due date mentioned in the fee bill, late fine will be calculated @INR 20 perday.
6. **In case a cheque is dishonoured**, the fee will thereafter be accepted along with a fine of Rs. 250/- . In addition, **a late-fee fine of Rs. 20/- per day** will be charged from the due date to the date of receipt of the demand draft.
7. Partial payment of fee is not accepted by the school. Part payment will be treated as non-payment and late fine and penalty will be applicable till the complete payment is made.
8. If the Bi-Monthly fee is not deposited within 25 days of the due date, the child's name will be struck off the rolls. Parents will then have to apply for **readmission** in the prescribed form available with the Admission Department along with a payment of **Rs. 3,000/- as re-admission charges**. Failure to do so may lead to withholding of results.
9. Mere submission of any request to the School authorities does not mean it is accepted/permitted/sanctioned by the school unless it is intimated to the applicant in writing by the school authorities.
10. The school may or may not send an SMS, email or a written notice as a reminder. Non receipt of such SMS, email or notice cannot be an excuse for defaulting on any dues. It is expected that, as responsible parent/guardians, you shall ensure that your ward's fee is paid regularly and on time.

11. There will be no carry-forward of accounts. All dues/adjustments are to be cleared within the academic year.
12. The exact amount as reflected in the fee bill must be paid.
13. Late fee, if any will be included in the next fee bill.
14. For any fee related fee enquiry please contact: +91 73000 72222 & write on info@dpskota.com
15. Fee will be accepted between 9:00 am to 3:00 pm on all working days.

CANCELLATION / WITHDRAWAL OF ADMISSION

1. Transfer certificates will be issued only on receipt of written request for withdrawal. Prescribed form for the same is available at the school website/school reception.
2. One clear calendar months' notice (in writing), or a month's fee in lieu of such a notice, must be given before a pupil may be withdrawn. Please note that at least ten working days would be needed for processing a TC.
3. Parents must submit the application in the month of February for withdrawal at the end of the session.
4. For withdrawal in the first bi-month (April-May) only one fourth of the Annual Miscellaneous Charges and tuition fee (April-May) will be payable.
5. Transfer certificates will not be issued until all dues are settled.

Note : For withdrawal of class X students who do not intend to continue in class XI, application for withdrawal must be submitted before the beginning of their new session.