

# Fee Policy 2022-23

Sancta Maria International School, Faridabad believes in quality and high standards of education with the world class infrastructure and facilities spread over the sprawling area in nine (9) acres of land. The fee structure and policies of the school are designed to support these offerings. The fee details are available on demand at the Admissions Office. The fee structure is reviewed annually and amendments, if any, are made available to the stakeholders accordingly. All the changes would be available at the Admissions Office before the new academic year commences. Once the admission is approved and communicated by the admissions team, the Admission fee (non-refundable) and the Caution Deposit (refundable), as applicable, have to be paid to block the seat of the child. Every student admitting into the school needs to pay a caution deposit.

1. The school fee can be paid annually or in the following quarter-wise instalments of that academic session:

Instalments	Due Date
1 <sup>st</sup> Quarter	10 <sup>th</sup> of July
2 <sup>nd</sup> Quarter	10 <sup>th</sup> of October
3 <sup>rd</sup> Quarter	10 <sup>th</sup> of January
4 <sup>th</sup> Quarter	10 <sup>th</sup> of April

2. The composite fee covers all the teaching and other expenses such as food, the standard stationery kit provided once in a year (no repeats), labs and library, co-curricular activities, sports etc. for the academic year.
3. Composite Fee does not include uniform, text books, repeat orders of notebooks, stationery, any study trips outside Delhi-NCR area, sports/annual day costumes, other special/external paid activities and programmes such as Model United Nations, Olympiads, Sport Tournaments, College Counselling services, additional subject support/individual activity tuition (if applicable), Pocket Money etc.
4. Lunch & Snacks Fee is charged separately. It is not included in Tuition Fee but is part of the overall fee structure.
5. Boarding and Transport Fee
  - Students who opt for daily school transport or boarding facility need to pay the Transport fee / Boarding fee quarterly along with the Composite School Fee.
  - Any changes such as change of address, addition or withdrawal to/from the transport facility etc. need to be informed to the Admissions department by email a quarter in advance. The fee will be levied for that quarter.
  - An imprest (amount to be communicated separately) required to be maintained with the

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school for the students who have opted for the boarding facility of the school.

6. Composite Fee does not include Cambridge Examination and International Baccalaureate Fee which is charged separately by the Board. For more details on the Exams Fee, please contact Parent Relations Team. Any outstanding fee should be cleared before registration for the exam.
7. Fee once paid is neither refundable nor adjustable (including for siblings) under any circumstances.
8. In case of withdrawal of the student in the middle of the academic year, parents must inform the school at least a month before the due date for the Quarter Fee payment, in the absence of which, parents will be liable to pay the entire quarter's fee.
9. Caution deposit amount will be refunded after deducting dues, if any. Caution deposit does not carry any interest.
10. Uniform is supplied by a third party vendor and shall be purchased on campus.
11. Yearly increase of up to 10% on the entire fee should be expected. Please note that this will be over and above the fee increase for specific grade progression.

## 12. SIBLING DISCOUNT

The school offers a complete waiver on admission fee and caution deposit for admitting a sibling of an existing student. No other discounts or waivers are offered. The Management reserves the right to change the fee discount policies as it deems fit.

## 13. MODE OF PAYMENT

The primary mode of payment of fee is through online payment link provided by the school through SMS/email or through IRP (school management system). The school also accepts Cheque/Demand Draft drawn in favour of 'Sancta Maria International School'. Payment through Credit/Debit Card will attract charges, as applicable.

## 14. LATE FEE PAYMENT

Parents/Guardians are requested to make the fee payment before the due date and during school office working hours. It is inefficient and embarrassing on both sides if the school has to follow up with parents for fee payment. In case, the fee is delayed or pending, the following measures will be put into action:

- Late fee will be charged @ INR 100 per day for all days including weekends and holidays, from 10 July (First quarter), 10 October (Second quarter) 10 January (Third quarter) and 10 April (Fourth quarter).

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- Up to 10 (working) days after the payment deadline, payment will be accepted with a late fee of INR 200 per day for the number of days the fee has been delayed.
  - Beyond a delay of 10 days, a reminder notification will be sent by the Parents Relation Team. Parents/Guardians must acknowledge the same and pay the pending fee within 5 working days after receiving the reminder. Please note that late fee of INR 200 per day will continue to be charged until the outstanding fee is cleared.
  - If the fee is pending despite the reminder from school, the school reserves the right to take actions ranging from written warning to stopping access to premises and services, which the school is obliged to pay for, to its employees, consultants and contractors.
  - In case of serious and repetitive default, the school reserves the right to treat the case as a withdrawal. The file will be closed in school after the clearance of the amount due. In such cases, if the parents want to 're-admit' the child, they will be expected to pay the pending dues and new admission fee as applicable in that year.
15. No Service Tax/GST is currently applicable and hence is not included in the fee. However, if the government imposes Service Tax/GST/any other tax in future, the same shall be charged to the parents.
16. The Management reserves the right to alter or modify the fee structure as it deems appropriate.