

Fees Policy

Objective:

The objective of this policy is to provide specific and clear instructions to all parents about the school fees payments.

Applicable to:

This policy applies to all parents and students.

Policy Guidelines:

Admissions are not granted on trial basis. Hence, Fees once paid is not transferable / adjustable or refundable under any circumstances.

Fees Structure & Payment Policy

1.1. General Rule

- All fees are to be paid in advance as per the schedule notified by the school.
- Parents/Guardians are expected to strictly adhere to the due dates for fee payment.
- The school reserves the right to revise the fee structure annually as per management decision.

1.2. Mode of Payment

- Fees may be paid through Cheque, Cash, online transfer, or any other mode approved by the school.
- All cheques should be drawn in favour of " **MILESTONE INTERNATIONAL SCHOOL** "

1.3. Installment Options

- Fees can be paid in Quarterly, Half-Yearly, or Yearly installments.
- Monthly installment facility is not available directly; however, parents may avail this option only through the school's approved finance scheme, subject to the terms and conditions of the financing partner.

1.4. Late Payment Rules

- A late fee / penalty of 2% per month will be charged if the fees are not paid within the due date.
- Consistent default in fee payment may result in suspension of the student from attending classes, withholding of examination results, or denial of other school facilities.
- In case of a student joining mid-term, the fee will be charged on pro rata basis.
- In case failed payments, Cheque bounces, or Cheque stoppage, the school will charge Rs.1000/- as administrative charges for every payment instrument..

1.5. Additional Fees & Miscellaneous Charges

- Duplicate ID Card: In case a student loses or damages the school ID card, a duplicate card will be issued on payment of the prescribed fee of Rs. 250 (or as revised by the school).
- School Calendar / Diary / Other Materials: If the school diary, calendar, or any other standard issued material is lost or requires replacement, the parent/guardian will have to pay Rs. 250 per item (or as revised by the school) to obtain a duplicate copy.
- Certificates: Bonafied Certificate, Conduct Certificate, or any other official certificate will be issued only on written request and on payment of the prescribed processing fee of Rs. 50 per Document (or as decided by the school from time to time.)
- Other Duplicate Documents: Duplicate copies of certificates, report cards, or other official school documents will be issued only on written request and on payment of the prescribed processing fee of Rs. 500 per Document (or as decided by the school from time to time.)
- Special / Extra Activities: Fees for optional activities such as educational trips, excursions, competitions, or special workshops will be charged separately and must be paid before participation.

1.6. Policy on Additional Fees

- All such additional fees are non-refundable.
- The school reserves the right to revise these charges annually or as required.