



FEE RULES & REGULATIONS

Office Timings

Monday to Friday: 9 am – 12.30 pm | 2pm - 3 pm
Saturday: 9 am – 12 pm (Except Second Saturdays)

1. School fees can be paid online by visiting our website <https://thekingsschool.in> or the fees can be paid directly to the office by Cash/Cheque/Card.
2. Each student must pay the Annual fee in the month of April (online only) every year for utilities and administrative expenses.
3. A concession of 8% would be allowed if the total fee (excluding registration/admission fee) for the academic year 2024-2025 is paid in one go between 5th April 2024 and 30th April 2024.
4. Tuition fee and bus fee is applicable for 10 months (Jun-Mar) only.
5. Fees should be paid by the 10th of the month or 10th of the 1st month for each term.
6. Late fee is applicable if and when monthly tuition fee is not paid on or before the 10th of each month (there will be a grace period of +3 days).
7. Late fee charge of Rs. 100/- will be applicable per week every week starting on the 14th day of the month.
8. Accumulation of late fee charges will cease once all pending amounts are cleared.
9. If there are any foreseeable reasons for delay in paying fees, an email/letter must be submitted stating the nearest date for payment. This email/letter should be submitted on or before 7th of the month.
(email: principal@thekingsschool.in CC: finance@thekingsschool.in)
10. All fees are to be remitted at the School office only. It is not to be handed over to any other staff.
11. If any cheque bounces, the privilege to pay by cheque will be forfeited for that student.
12. **If the fee is not paid for two months, the school bus facility will be suspended.**
13. There is no refund of transport fee. If the school bus is not required, the application must be submitted on the first day of the month or the parents are obliged to pay the fee for that month.
14. Due to various inconveniences, payment of fees directly into the school bank account is strongly discouraged at this time. However, you can pay through school fee portal <https://thekingsschool.in>. There you can login your child's name and pay current or advance fees.
15. If you send fee money as cheque/cash through your ward, first WhatsApp/call **+91 95629 21232** and confirm the amount due and sent only that amount in a sealed envelope. Please inform us as soon as possible on this given number. If so, we can collect it from your ward without it getting lost.

16. If you would like to know your ward's current fee payment/due status, kindly leave us a message in the school finance office WhatsApp number +91 95629 21232. Upon your request, we will send you an updated e-fee card.
17. Parents with any fee dues will receive a reminder via WhatsApp in the second week of each month. If a child fails to pay his/her fee beyond three months, "Pending fee notifications" will be issued. If a parent does not respond in any way, then the school may force to issue legal demand notice to the parents.
18. For any fee related enquiries, WhatsApp (Text/Voice) at +91 95629 21232. Any certificates related to fees required, email at: finance@thekingsschool.in
19. There will be no refund of any fee on account of withdrawal/absence or other reasons once admission is taken.
- 20. All pending dues are to be cleared before exams.**
21. To ensure a smooth transition for your child, please settle all outstanding fees before requesting their Transfer Certificate (TC).
22. To approve student leave requests exceeding 15 days, full payment of the term's fees is required upfront.
23. If a child leaves mid-term, parents are liable to pay the entire fee for the respective year.
24. Cambridge IGCSE/AS/A Level students are responsible for the costs associated with their program, such as examination charges, any other charges arising in respect of board exams, software subscriptions, digital books, or other digital resources used during the course of study (if applicable).