

The King's School, Kottiyam

Fee Rules & Regulations (AY 2025-2026)

Finance 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 via Net Banking, Debit/Credit Cards, or UPI by visiting our website: <https://thekingsschool.in>. Alternatively, fees can be paid directly at the office by Cash, Cheque, or Card. Please note that the UPI/QR facility is unavailable at the fee counter due to specific reasons.
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 2025-2026 is paid in one go between 5th April 2025 and 30th April 2025.
4. Tuition fee and bus fee is applicable for 10 months (Jun-Mar) only.
5. **The monthly tuition fee must be paid in advance by the 10th of each month** (e.g., the fee for June should be paid before June 10). For students under Term Fees (Grades IX–XII), payment should be made before the 10th of the first month of 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 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 reasons that may cause a delay in the payment of fees, an email or letter should be submitted specifying the payment date. This email or letter must be submitted on or before the 7th of the month to the following addresses: 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. 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.
13. Due to various inconveniences, payment of fees directly into the school bank account is strongly discouraged at this time. However, you can make payments through the school fee portal at <https://thekingsschool.in>. Simply log in with your username to pay the current or advance fees.
14. **When making online fee payments, please avoid making duplicate payments if you encounter an error during the first transaction.** If money has been debited from your account and you experience a processing error, kindly send us the transaction details via WhatsApp. **Messages should only be sent from the WhatsApp number provided in the class group.**
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 (Text/Voice) in the school finance office WhatsApp number +91 95629 21232. Upon your request, we will send you an updated e-fee card.
17. If you require any certificates related to fees, please email: finance@thekingsschool.in.
18. Parents with any fee dues will receive a reminder via WhatsApp in the second week of each month.
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 approve leave requests exceeding 15 days, full payment of the term's fees is required upfront.
22. If a child leaves mid-term during the academic year, parents are liable to pay the full fee for the respective term.
23. To ensure a smooth transition for your child, please settle all outstanding fees before requesting their Transfer Certificate.
24. We strongly advise that all outstanding payments be cleared by the end of the school year to avoid any disruptions to your child's administrative process for the next school year.
25. Cambridge IGCSE/AS/A Level students, or other students, are responsible for paying any additional costs associated with their program, such as board examination fees, other charges related to board exams, software subscriptions, digital books, or other digital resources used during their studies (if applicable).