



GD GOENKA PUBLIC SCHOOL

SECTOR-10A, GURUGRAM

(Under the aegis of GD Goenka group, New Delhi)



School Fee Payment & Withdrawal Policy

Fee Payment Policy

1. Modes of Payment:

- Fees can be paid through the following modes: Online (Net Banking, UPI, Credit/Debit Card, School's Portal)
- Offline (Cheque/Demand Draft) payable at the school's accounts office
- Cash payments will not be accepted.

• School's account detail:

GD GOENKA PUBLIC SCHOOL
HDFC BANK LIMITED
BRANCH SECTOR 31-32 A, GURGAON
IFS CODE - HDFC0000622
SAVING A/C NO. "50100546423828"

2. Fee Structure & Due Dates:

- The school fee is charged quarterly and must be paid on or before the 10th of the first month of each quarter.
- Late fee charges will apply as follows:
 - ₹50 per day for the first 10 days after the due date
 - ₹100 per day thereafter, up to a maximum of 30 days

3. Composite Fees & Other Charges:

- Composite fees, transport fees, and other miscellaneous charges are non-refundable and must be paid as per the payment schedule.
- Sibling discounts, if applicable, will be provided as per the school's policy.

Withdrawal Policy

1. Withdrawal Intimation:

- Parents must submit a written application for withdrawal at least one month in advance, either via email or in person at the school office, even if the withdrawal is at the end of the session. If T.C application is not received the child will automatically be considered continuing for the next session.
- Transfer certificates (TC) will be issued only after all dues are cleared.

2. Refund Policy:

- Security Deposit: Refundable upon withdrawal, subject to clearance of outstanding dues.
- If withdrawal occurs after the session has started, fees for the ongoing quarter will be forfeited.
- Transport Fees: Non-refundable once the term has commenced.

3. Mid-Term Withdrawal:

- If a student withdraws mid-term, full fees for the quarter must be paid.

Miscellaneous

1. Re-admission Policy:

- Students whose admission is canceled due to non-payment of fees may seek re-admission, subject to availability and payment of a re-admission fee.

2. Policy Amendments:

- The school reserves the right to amend this policy at any time, with prior notification to parents.

Warm regards
Ms. Priyaa Chauhan
Principal