



St. PAUL'S PRE-PRIMARY SCHOOL, HAUZ KHAS

25-03-2023

Circular No. SPPS/Circular/2023/01

Dear Parents,

The system of fee collection being followed by the school is given below for your convenience.

1. Please use only the online payment facility via parent portal, NACH or cheque payment mode to pay the fees. **As informed in earlier circulars, direct transfers such as NEFT/ UPI/ IMPS, etc. have been suspended.**
2. Please select the '**online payment**' option from the menu for making a payment through the parent portal (www.spscampuscare.org).
3. All the cheques must be crossed '**Account Payee**' and drawn in favour of **St. Paul's Pre-Primary School**. The amount of each cheque may be ascertained from the parent portal under menu 'fees'. Name, Admission Number, Class and Contact Number should be written on the back of the cheque/ draft.
4. Cheques can be submitted monthly from the 1st to the 10th of every month without fine and from the 11th to the 30th with a fine of Rs. 100/-. If the fee is not paid by the 10th, then a fine of Rs. 100/- will be included, which will recur monthly. In case the 10th is a public holiday then 9th will be the last day of the fee payable period. **April month fees can be submitted on or before 15.04.2023.** The PTM fee can be paid along with the April month fee as it is a small amount.
5. Fee can be paid in advance – yearly, half yearly or quarterly.
6. No cash payment or post-dated cheques will be accepted.
7. If a cheque/ NACH is dishonored, only DD/ Pay Order will be accepted with a fine of Rs. 200/- and bank charges.
8. If the fee is not received upto the 10th of the following month, the name of the defaulter will be struck off from the rolls. The student may then be re-admitted at the discretion of the Principal, on payment of all the arrears and a fresh admission fee.
9. Fee once paid will not be refunded.
10. The bus fees should be paid in advance on **quarterly basis**. Once bus facility allotted, it cannot be withdrawn for the whole year, since buses will be hired on a yearly basis.
11. Those who have opted for NACH (ECS) for fee payment, should ensure that there is sufficient amount in their bank account by the 9th of every month.

Thanking you
Yours sincerely,

Principal

PRINCIPAL
St. Paul's School
C-III, Safdarjung Dev. Area
New Delhi-110016