



INDIAN EDUCATION SOCIETY

[Registered under Society's Registration Act, 1860 bearing Reg. No. Bom. 79/GBBSD
and under Public Trust Act 1950 bearing Reg. No. F-190 (Bom.)]

◆ Raja Shivaji Vidyasankul, Hindu Colony, Dadar (East), Mumbai - 400 014. ◆



IES/HR/ 3163-B/2023-24

November 01, 2023

RULES REGARDING PAYMENT OF FEES – IES'S MANIK VIDYAMANDIR & IES ORION

1. There will be no cash payment of Fees or Deposits under any circumstances.

2. MODE OF PAYMENT

2.1 ONLINE FEE PAYMENT OPTION

2.1.1. Parents of existing students will have the option of online Fee Payment only if they opt to pay Annual Fees.

2.1.2. Parents seeking admission for their child in the School / Kindergarten will have to pay the entire year's Payment i.e. Annual Fees, non-refundable Admission Fees, PTA Fees and Interest Free Refundable Security Deposit at the time of admission. No part payment shall be accepted

2.1.3. School will provide an online payment link to the parents through email sent to their personal email ID.

Parents are informed not to use their corporate email IDs for communication with School.

2.1.4. Parents are required to make the payment through this link and complete the payment of Annual Fees, PTA Fees, non-refundable Admission Fees (where applicable) and Interest Free Refundable Security Deposit (where applicable) within the time specified in the link. Failure to complete the entire payment within the specified time period will imply that parents do not wish to admit their child in the School and the offer for admission shall stand cancelled.

2.1.5. On completion of payment through the online payment process, the parents should send an email to the School email ID within two days of making the payment.

The subject of the email should have the name of the student and the standard in which admission is sought.

For existing students, the subject of the email should specify the name of the student and the standard for which the Fee is being paid.

The email should give the online payment details such as UTR No. , the amount paid and supporting acknowledgment. This will help the School reconcile the payment.



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2.2. CHEQUE PAYMENT OPTION

- 2.2.1. All cheques should be Account Payee Cheques from a Scheduled Bank, payable in Mumbai.
- 2.2.2. Parents seeking admission for their child in the School/ Kindergarten have to pay entire year's Fees at the time of admission i.e. Annual fees along with non-refundable Admission Fee, PTA Fees and Interest-Free Refundable Security Deposit. Half-yearly or Quarterly payment option is not available for new admissions. No part payment shall be accepted.
- 2.2.3. Parents of existing students opting for Annual Payment option and wanting to avail rebate, should submit cheques for Annual Fees, PTA Fees to School Office latest by 25th June so that the payment is credited to the School Bank Account before 30th June.
- 2.2.4. Parents of existing students opting for Half Yearly or Quarterly payment are required to submit their cheques for 1st installment of Fees, PTA Fees on or before 5th June every year.

Along with the cheque for 1st installment, post-dated cheques for subsequent installments must be submitted to the School Office.

The subsequent installment PDCs should be dated as specified in the Fee notices.

3. INTIMATION OF PAYMENT BY CHEQUE

- 3.1. Parents should email cheque details to the School email ID.
- 3.2. Subject of the email should have the name of the student and standard for which Fees are paid.
- 3.3. The email should have the following details:

Head of Fees	Amount	Name of Bank	Cheque No.	Date
Tuition Fees				
PTA Fees				

This helps School reconcile the Fees.



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3.4. Parents submitting PDCs should provide the PDC details in the email.

Installment		Post Dated Cheque	
No.	Amount	No.	Date

- 3.5. Parents are required to write the Name of the student, Standard / Division, Name of the parent and Mobile Number on the reverse of each cheque.
- 3.6. Separate cheque is required for each Head of Fees i.e. Tuition Fees, PTA Fees and Admission Fees (where applicable).
- 3.7. Separate cheque in the name of "INDIAN EDUCATION SOCIETY" should be issued for payment of Interest Free Refundable Security Deposit where applicable.

4. **CORRECT NOTIFIED AMOUNT TO BE PAID**

- 4.1. Parents must pay the entire correct notified amount under each Head of Fees and deposit.
No part payment is permitted.
- 4.2. If parents make part payment, they will be liable to pay "Late Payment Fees".

5. **LATE PAYMENT FEE**

If Fees are not paid as per dates as notified in the Fee notice, Parents will have to pay "Late Payment Fee" of Rs. 5/- per day.

There will be no waiver of these Late Fees under any circumstances.



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6. DISHONOUR OF CHEQUE

Dishonour of cheques issued by parents towards any Heads of Fees will be treated as non-payment of Fees, and will be subject to "Late Payment Fees" as calculated above.

In addition, Parents will be required to pay Bank charges and Administrative charges. Presently, this amount will be Rs. 500/- per cheque dishonored.

7. CHARGES BY SERVICE PROVIDER

If Bank / Aggregator / Service Provider levies charges for credit / debit card, or any mode of digital payment, these charges will be borne by the parents.

8. RECEIPTS

8.1 Receipts for INTEREST FREE REFUNDABLE SECURITY DEPOSIT must be collected from school office as per time line specified. Kindly refer to separate notice regarding rules of this INTEREST FREE REFUNDABLE SECURITY DEPOSIT.

8.2 Receipts for online payment of Admission Fee/ Tuition Fee /PTA Fees shall be emailed after the entire amount is credited to the respective school bank account.

8.3 Receipts for cheque payment shall be issued within two weeks of the amount being credited to the respective school bank account, subject to intimation from parents by email as per Point 3.

9. Management has formulated these rules for administrative convenience of Parents and School, and the decision of the Management on the interpretation of these rules is final and binding.

Management may revise the rules from time to time and the same shall be binding on all parents.

Yours faithfully,
For Indian Education Society

Shailendra W. Gharse
(Honorary Secretary & C.E.O.)