



Ref No-DPSSURAJKUND/CIRCULAR/PreNur-II/010/2023-24

Date 19.06.2023

Dear Parents,

Kindly note the important guidelines for the fee payment which need to be followed during the academic year 2023-24.

- The fee due to school for academic Session 2023-24 will be required to be paid in four installments as detailed below:

School/ Transport fee	First Quarter (Apr-June 2023)	Second Quarter (July-Sept 2023)	Third Quarter (Oct-Dec 2023)	Fourth Quarter (Jan-Mar 2024)
Due Date	10-04-2023	10-07-2023	10-10-2023	10-01-2024

You are requested to make payment by the 10th of payment period/ cycle to avoid late fee charges.

Instructions relating to Late Fee applicable for delay in payment of fee beyond the stipulated days is mentioned below:-

TIME (Period between)	Late Fee
1-10 days after expiry of due date	Rs. 100/-
Next 10 days	Rs. 500/-
Above 20 days from expiry of due date	Name of child will be struck off from school & re-admission shall be considered solely at the discretion of the Management.

**Please Note:-**

- Fee can be deposited in any mode cheque/demand draft/online.
- A cheque/DD drawn in favour of '**Delhi Public School Greater Faridabad**' to be deposited at the school fee counter.
- Rs. 500/- will be charged as cheque bounce fee in case of cheque bounce/return.
- For online payment please click on the URL: [dpssk.edunexttechnologies.com](http://dpssk.edunexttechnologies.com).
- Any type of fee /charges charged for providing services of online deposit of school fee shall be borne by the parents.
- School fee structure 2023-24 has been published on the school website [www.dpssurajkund.com](http://www.dpssurajkund.com).
- The school fee counter will remain open on all working days (Monday to Saturday from 08:00 a.m. to 02:00 p.m.).
- In case of failure to pay quarterly fee (with applicable fine) by last working day of April, July, October-2023 and January-2024, the management will be compelled to strike off the names of fee defaulting students from the rolls of school.
- You can contact us at [erp@dpsgfaridabad.com](mailto:erp@dpsgfaridabad.com) for any technical assistance. For any other query related to fee, kindly contact us at [accounts@dpssurajkund.com](mailto:accounts@dpssurajkund.com) / (0129) 2555650, 655.

Headmistress