



Ref No-DPSSURAJKUND/CIRCULAR/Mont-II/003/2025-26

Date: 04-04-2025

Dear Parents,

Kindly note the important guidelines for the fee payment which need to be followed during the academic year 2025-26.

- The fee due to school for academic Session 2025-26 will be required to be paid in four installments as detailed below:

School/ Transport fee	First Quarter (Apr-June 2025)	Second Quarter (July-Sept 2025)	Third Quarter (Oct-Dec 2025)	Fourth Quarter (Jan-Mar 2026)
Due Date	10-04-2025	10-07-2025	10-10-2025	10-01-2026

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:

Period Between	Late Fee
1-10 days after the due date	Rs. 100/- Fine
Next 10 days	Rs. 500/- Fine
Above 20 days from the due date	Name of the child will be struck off from the school, and re-admission shall be considered solely at the discretion of the management.

Please Note: -

- Fee can be deposited in any mode-cash/cheque/online.
- A cheque 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.
- The school fee counter will remain open on all working days (Monday to Saturday from 08:00 a.m. to 02:00 p.m.).
- You can contact us at erp@dpssurajkund.com for any technical assistance. For any other query related to fee, kindly contact us at accounts@dpssurajkund.com / (0129) 2555650, 655.

Regards,

Headmistress
DPS Surajkund