



DELHI PUBLIC SCHOOL R. N. EXTENSION

(Under the aegis of the Delhi Public School Society, New Delhi)

DPSRNE/Cir/23-24/02/271

Date: 12 February 2024

CIRCULAR FOR PARENTS

SCHOOL TIMING AND FEE STRUCTURE AND GUIDELINES FOR SESSION 2024-25

Dear Parents,

Greetings from Delhi Public School R. N. Extension!

Please note the following instructions regarding School Timing and School Tuition Fee/School Transport Fee and further guidelines for the Academic Session 2024-25:

A) SCHOOL GUIDELINES EFFECTIVE FROM APRIL 2024:

Class	Timings
Classes: VI-XII	07:00am to 01:00pm
Classes: I-V	08:30am to 02:30pm
Classes: Nursery, LKG and UKG	08:30am to 12:00pm

B) INSTRUCTIONS REGARDING FEE DEPOSIT IN THE SESSION 2024-25:

- Parent are requested to use the **ONLINE Mode of Payment** to pay the School Tuition Fees on ERP: **Campus Care App** using the URL www.dpsgzbcampuscare.in.
- Parent may also pay the fees through **Debit/Credit Card** in the School Account Office/School Reception during school hours on all working days.
- **The School Tuition Fee and School Transport Fee** will be collected on **QUARTERLY BASIS ONLY** on/before 8th of the first month of every quarter (April/July/October/January).
- **MONTHLY MODE** of payment shall **NOT BE CONSIDERED**.
- In case, the School fee is not paid on/before the due date (i.e. 08th of the first month of every quarter), the following penalties shall be applicable.
 - a) **Late fee of Rs.10/- per day** shall be charged after the due date (i.e. 08th of the first month of every quarter).
 - b) In case fee is not deposited within **30 Days** from the stipulated date, the School Authority shall be compelled to **DEACTIVATE THE DISCOUNT** (on the fee if/as applicable) in the current/existing quarter.
 - c) In case fee is not deposited within **30 Days** from the stipulated date, the **Transport Facility** (if availing) shall also be **withdrawn, without any further notification**.
 - d) In case the fee is not deposited within **45 days** from the stipulated date, the child's name will be **STRUCK OFF** from the **School Rolls, without any further notification**.
- In case of **CHEQUE DISHONoured** with any reason, a **BOUNCE CHARGE of Rs. 250/-** will be imposed on the parent and all the points (a to d) mentioned above will also be applicable.
- The school will not send reminders for payment of school fee. It is imperative that all parents clear the dues on/before time.
- In case of depositing fee in **CASH**, parents shall have to fill an **UNDERTAKING FORM** stating the reason for depositing fee in cash (Undertaking Form shall be made available in the School Accounts Office).
- **School Transport Fee** shall be paid for **11 MONTHS** only from April 2024 to March 2025 (**Transport Fee for the month of June 2024 is exempted**).
- Parents desirous of paying the **School Tuition Fee** for the **complete year**, may do so.
- Any fee once paid to the school is **NON-REFUNDABLE AND NON-TRANSFERABLE** and that in case of **any withdrawal in between the session**, the parent will be liable to pay the fee for the **existing quarter of the current year**.

Signature 12/2/24

- C) **SCHOOL TUITION FEES FOR THE ACADEMIC YEAR 2024-25:** The School Tuition Fees for the next Academic Year 2024-25 (as mentioned below) should be deposited on **Quarterly** basis through any mode as mentioned aforesaid:

Class	Tuition Fee (Quarterly)	Exam Fee (Quarterly)	Transport Fee (Quarterly)
Nursery-Prep	32700.00	NA	As applicable
Classes: I-II	33000.00		
Classes: III-XII	33000.00	500	

The School Tuition Fees shall be deposited as per **QUARTERLY BASIS ONLY** as mentioned below:

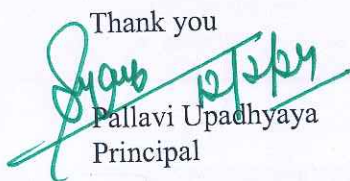
Quarter	Month/Period	Amount	Due Date
1 st Quarter	April to June 2024	As applicable	08/04/2024
2 nd Quarter	July to September 2024		08/07/2024
3 rd Quarter	October to December 2024		08/10/2024
4 th Quarter	January to March 2025		08/01/2025

- D) **SCHOOL TRANSPORT FEE FOR THE ACADEMIC YEAR 20234-25:**

TRANSPORT FEE TABLE (MONTHLY)		
Morta, Shahpur, Duhai, Moti Residency	GZB CITY-A	3530/-
Nilaya Greens, Diya Green City, Meadows Vista		
Villa Anandam, Rajnagar Extension, Sanjay Nagar, Manshi Vihar	GZB CITY-B	3700/-
Shastri Nagar, Sihani Chungi, Murad Nagar, Raj Nagar		
Govindpuram, Police Line, Kamla Nehru Nagar, Meerut Road		
Ashok Nagar, Chiranjeev Vihar, Gandhi Nagar, Nehru Nagar		
Lohia Nagar, Patel Nagar, Avantika, Mukund Nagar	GZB CITY-C	3900/-
Golf Links, Mehrauli, Chaudhary More, Rakesh Marg, Lal Kuan		
Mahagun Puram, Daulatpura, Vijay Nagar, Mohan Nagar,		
Maliwara, Kalka Ghadi Chowk, Turab Nagar, MMG Hospital		
Aditya World City, Crossing, Jasmine Groove, Delhi Juice Corner	GZB CITY-D	4130/-
Sahibabad, Surya Nagar, Gaur City, Bhopura		
Vasundhara, Modi Nagar, Indirapuram, Vaishali		

- E) **SCHOOL TRANSPORT FACILITY WITHDRAWAL:** Any parent wish to withdraw from School Transport Facility shall have to **inform in written** to the undersigned on/before **Thursday, 29 February 2024** for the same. Withdrawal request received after **Thursday, 29 February 2024** shall have to pay the **Quarter-1 Transport Fee of Academic Session 2024-25**. The Bus Facility if withdrawn in between the session shall not be made available till March 2025. Any application for availing School Transport shall be received and further permitted only in case of seats available.
- F) **TRANSFER CERTIFICATE/WITHDRAWAL:** Any parent willing to issue Transfer Certificate/withdrawal of ward from school w.e.f. April 2024 shall have to intimate in written to the undersigned on/before **29 February 2024**. Any application for Transfer Certificate/withdrawal received on/after **1 March 2024** shall have to pay the School Tuition Fee (Quarter-1) of Academic Session 2024-25.

Thank you


Pallavi Upadhyaya
Principal

Copy to: All Staff Members