



SCHOOL FEES COLLECTION POLICY

1. Introduction

This policy outlines the guidelines and procedures for the collection of school fees to ensure transparency, consistency, and smooth financial operations in accordance with CBSE norms.

2. Objectives

- To establish a clear and systematic fee collection process
- To ensure timely payment of fees by parents/guardians
- To maintain transparency and accountability
- To avoid financial disputes

3. Fee Structure

The school fee shall include the following components:

- Tuition Fee
- Canteen Fee
- Transport Fee
- Sports Fee
- Activity Fee

4. Payment Schedule

- Fees shall be collected on a **quarterly basis**.
- Due dates will be:
 - ❖ **Quarter 1:** 15th May
 - ❖ **Quarter 2:** 15th Aug.
 - ❖ **Quarter 3:** 15th Nov.
 - ❖ **Quarter 4:** 15th Feb.

5. Mode of Payment

- Fees can be paid through Online payment portal

6. Late Fee Policy

- A late fee will be charged after the due date.

7. Refund Policy

- Tuition Fees Refund will be as per school policy.

8. Communication

- Fee reminders will be sent via:
 - ❖ SMS / School App
 - ❖ Parents are responsible for ensuring timely payment even if reminders are not received.

9. Amendments

The school reserves the right to modify this policy at any time. Changes will be communicated to parents in advance.


Principal
BHARATIYA VIDYA BHAVAN'S
VALLABHRAM MEHTA PUBLIC SCHOOL,
VADODARA-390009




Hon. Secretary

Date: 13/04/2026