



Children's Academy

Group of Schools

Fee Payment Policy

Fee Payment Schedule

★ School fee has to be paid quarterly and as per the schedule demarcated below:

Quarter	Due Date of Payment (Nursery to Grade 9)	Due Date of Payment (Grade 10)
June to August	As per schedule provided in the circular	
September to November	Before 15th October 2024	Before 15th September 2024
December to February	Before 15th January 2025	Before 15th December 2024
March to May	Before 15th March 2025	Before 25th January 2025

Late fee charges ₹ 60/month

- ★ Term fee must be paid along with the first and the third quarter fee.
- ★ As mentioned above, the 4th quarter fee for Grade X must be paid before 25 January 2025.
- ★ In case a cheque is dishonored, a fine of ₹ 300/- will be payable in cash for the first instance and ₹ 450/- per cheque for the all subsequent instances.
- ★ Any kind of failure to pay fees before the close of the academic year gives the school the right to withhold the result.
- ★ The school fee receipt will be uploaded on the Mobile app/E-Campus within ten (10) days of the cheque being cleared. Parents may then take a print of the same.
- ★ If the parent wants the fee statement in any other format, an application has to be submitted to the school office. It will be made available within seven working days. A fee of ₹ 25/- will be levied for the same.
- ★ A fee of ₹ 25/- will be levied for any extract from the General Register.
- ★ A student whose conduct or application is unsatisfactory will forfeit any fee scholarship that may have been extended to him/her.
- ★ In case of late payment of bus fee, a penalty of ₹60/- per month will be charged.



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Fee scholarships are granted to students in the following categories:

Category 1:

Children of parents having an unsound financial condition, namely due to the death of an earning member or due to a family member suffering from a major/chronic illness

- Fee subsidy upto 50% will be given to children whose parents are unable to pay the fee because of unsound financial conditions namely due to the death of an earning member or due to a family member suffering from a major/chronic illness
- Parents applying for scholarships shall apply every year, as soon as the fee payment schedule is announced before the commencement of the academic year. Relevant documents like Death Certificate, Hospitalization Records of last 6 months, and Medical Bills have to be submitted along with the application. **Medical certificates by doctors informing that the patient suffers from a particular disease and is under his /her care will not be accepted.**
- The subsidy will be applicable to tuition, and term fee.
- All other fees like admission fee, bus fee, external assessment/test fee, and fee collected for Government exams and so on or any other fee collected by the school under any head will be paid by the parents in full.
- Only two (2) children of a family will qualify for the scholarship.
- In case of a child repeating a year in the same class, he/she will not be eligible for fee scholarship for that period.
- In case of widows:
 - Upto 50% scholarship is granted irrespective of the financial condition of the widow
 - Every year, the applicant should submit scholarship applications and provide a signed undertaking as soon as the fee payment schedule for the upcoming academic year is announced..
 - No scholarships shall be offered if the parent was a widow before admission.
 - Scholarship ceases if the parent remarries.



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Category 2:

Families unable to pay due to financial losses or lack of employment

- The school does not grant any scholarship under this category. Regardless, the parent is free to make an application to the school office.
- The school office has a list of individuals / NGOs / trusts who have expressed their desire to help such parents in need. The school's alumni association - CAXSA, too grants such scholarships.
- The Principal / office will issue an introductory letter to the parent, addressed to the potential donor.
- Granting or refusing any such scholarship is left to the discretion of the donor.