



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	Before 15 September
December to February	Before 15th January	Before 15 December
March to May	Before 15th March	Before 25 January

Late fee charges ₹ 50/month

- ✿ Term fee must be paid along with the first and the third quarter fee.
- ✿ When the payments cannot be made on the scheduled date, the student is expected to produce a written note of explanation from his/her parents.
- ✿ In case a cheque is dishonoured, 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 CA 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.



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Fee Concession

Fee Concessions 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 up to 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 concessions 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, Hospitalisation 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, term, library and laboratory 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 concession.
- ✿ In case of a child repeating a year in the same class, he/she will not be eligible for fee concession for that period.
- ✿ In case of widows:
 - Upto 50% concession is granted irrespective of the financial condition of the widow
 - Concessions shall be applied for every year, along with a signed undertaking as soon as the fee payment schedule is announced before the commencement of the academic year
 - No concessions shall be offered if the parent was a widow before admission
 - Concession 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 concession 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.