

ADMISSION AND FEE POLICY

Our School Fee Policy and Fee structure will provide you with the following:

- A clear understanding of the fee
- The payment due dates
- Acceptable modes of payment and
- Student withdrawal and refund policies

We encourage you to read, understand and familiarize yourself with the dates and processes mentioned in this policy before you fill in the Admission Form. If you have any queries or require any clarification regarding the policy, please address them to counsellor@rgsnoida.com

Admission to the school starts with an offer of provisional admission. If you wish to accept the offer, please deposit the following on the date of the offer to ensure that the seat offered is retained for your ward :

- One-time admission fee (**non- refundable**) and caution/security deposit (**refundable**)
- Quarterly Tuition fee
- Other charges (if any)

Tuition fees does not include the cost of books, stationary and uniform

Provisional admissions will be processed and converted to confirmed admissions after submission and verification of the required documents, and the deposit of all applicable fees before the start of the academic session 2025-26.

Student Withdrawal and Refund Policy:

We expect and hope that every child admitted to our school, will graduate from RGS. We are however aware that there may be situations that necessitate a student's withdrawal. Our withdrawal procedure is simple and straight forward :

In case of withdrawal of an Existing Student:

- Fill in the **Exit Form** (available at school reception/office) in advance. Notice period of one month is mandatory failing which applicable fee (one month Tuition fee) in lieu of notice period will be payable. All dues such as transport fee, late fee or any other outstanding dues must be paid in full to obtain a clearance and NOC. Transfer certificate will be issued only on the clearance of all dues.
- In case of withdrawal from bus services notice period of one month is mandatory failing which applicable fees for the notice period will be payable
- Completion of all student exit procedures (including issuing the Transfer Certificate) will be completed within 15-20 working days of receiving the withdrawal request.

In case of withdrawal of a New Student :

- Before the commencement of the session, all fee will be refunded except for Registration fee and Admission fee.
- In case the admission is closed under '**ZERO ADMISSION FEE OFFER**' then the minimum amount of Rs 10000 will be deducted as Admission fee and rest is refunded. Approval is at the discretion of the school administration.

Father/Guardian Signature _____




Mother Signature _____



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RAGHAV GLOBAL SCHOOL, SS-1, Sector - 122, Noida, UP-201316

 +91-8588944468  contact@rgsnoida.com  www.rgsnoida.com

Fee Payment Due Date

1. School fee and bus fee (if applicable) are payable as per the following schedule on/before the given due dates:
 - First Quarter (April May June) and 2 months bus fee (optional) **payable by 15th April.**
 - Second Quarter (July Aug September) + 3 months bus fee (optional) **payable by 15th July.**
 - Third Quarter (October November December) and 3 months bus fee (optional) **payable by 15th October.**
 - Fourth Quarter (January February March) and 3 month bus fee (optional) **payable by 15th January.**
2. After the lapse of due date of fee, late fee will be charged as Rs 20 per day till 30th of that month and thereafter Rs 50 per day till the date the fees is received by the school.
3. Issuing of fee reminders is not mandatory for school. It is the duty of the parents to deposit the fee as per the above schedule.
4. To facilitate the parents the school will accept postdated cheques for quarterly fee in school account department. Acceptance of such cheques will be subject to last date of payment by cheque. No request will be accepted to hold the cheques after the date mentioned on the cheque.
5. No fee shall be treated as the current quarter fee or advance fee unless and until all previous fee dues are cleared in full.
6. Fee shall be payable for the entire month if the student attends the school even for one day during the quarter.
7. Parents have an option to deposit yearly fee in advance to avail a concession of 7% on all 4 Quarters.
8. Partial payment of school fee will not be accepted.
9. In case of non-payment of fees (and other dues) 45 days after the respective quarterly due date, the name of the student will be struck off the rolls of the school.

Transport Fees:

- Parents seeking bus facility for their wards, should confirm the suitability and availability of bus routes and convenience of bus stops from the Transport Manager before making any payments towards reservation of seats or towards confirmation of admission.
- To obtain a seat on the bus, please fill in the **transport form** (available at reception/school office) and submit the same to the Transport Manager along with the transport fee (to be submitted in the accounts office).

Mode of Payment

The fee can be paid through online and offline mode:

ONLINE MODE:

- **School ERP:** Online fee payment can be done through the school App by the name of **"RAGHAV GLOBAL SCHOOL, NOIDA"**. The application reflects the monthly/quarterly outstanding dues and the payable amount which further directs

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to the payment portal and provides the available payment options. Alternatively, fee can be paid by clicking on the given link and entering the credentials:

<https://rgsndportal.radicallogix.com/radrgs/users/login>

- Direct Bank Transfer via **NEFT/RTGS**

OFFLINE MODE:

Parents can also visit the school in order to pay the fee offline. The payment options available for offline mode are: Cash/Cheque/Demand Draft/QR Code

1. Cheques and D.Ds should be drawn in favor of **RAGHAV GLOBAL SCHOOL**.
2. Kindly mention the Name, Grade/section, Admission Number of your ward along with your contact number on the reverse side of the cheque/draft.
3. Outstation cheques will not be accepted.
4. In case the cheque is dishonored by the bank, bank charges of Rs.250/- will be charged.

Payments at the school premises (cheque / D.D) will be accepted at the following timings only:

All working days – 8:30 a.m. to 3:30 p.m.

Saturdays – 9:00 a.m. to 2:00 p.m.

Other important information for the parent:

1. All classrooms from Pre nursery to Grade 12 are Air Conditioned.
2. Parents are requested to pay attention to their Ward's regularity, discipline and neatness and take interest in their School work.
3. Parents should see the Student's Diary every day and note the homework and any other instructions/communication given. They should ensure that sufficient time is set apart for home study.
4. Meeting with Teachers: If, for any reason, you wish to meet the Principal/ Headmistress/ Class Teacher or Subject Teachers you are welcome to do so. However, appointments must be made prior to all such meetings.
5. Parents are not allowed to enter classrooms either to see their children or to seek interviews with the teachers during School hours. However, they may bring their grievance to the Principal, Director or the Counsellor, it shall be immediately addressed.
6. **PTM:** meetings are held as per dates specified. These should be attended regularly.
Change of Address and Telephone Number: Any change of address and telephone number must be intimated in the School at the earliest.
7. **Use of the School Bus:** Students must be put into the School bus by the parent/ authorized guardian and collected from bus in the same manner (they should be in possession of the Authorization Card at all times). In case there is no one at the bus stop or the person is an unauthorized one (without the Authorization Card), the child will be brought back to the School and the parent will be required to come and take him/ her home.

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Mother Signature _____



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8. Any student found indulging in any act of indiscipline, whether inside or outside the school premises, may be expelled / struck off rolls of the school without notice. The decision of the management shall be final and no appeal will be entertained. This also holds for any parent encouraging or indulging in maligning the School's name/reputation. Any grievance/concern is to be brought to the School's notice in writing, addressing the Principal.

Involving third party/media/social network malicious campaigning against the School or giving false information for personal gains shall not be approved by the School. The School shall be at liberty to take appropriate action against the erring stakeholder.

Parent Declaration and Acceptance

This is to confirm that I have read, understood and accept the Fee Policy as stated above. I further confirm my understanding and acceptance that the terms of the policy are subject to change and that my child's continuance is conditional upon following the terms and conditions of this policy along with all other applicable school policies, procedures and School Code of Conduct, Medical Policy etc. and the parent shall be duty-bound to review such policies from time to time on the school website as school shall not be able to provide any specific intimation of any change in any policy and the parent is requested to keep himself/herself updated with all the policies of the school. I hereby agree and accept all that has informed to me about the school curriculum (scholastic and co-scholastic), fee structure, subsequent future increase in fees, daily functioning and school rules and protocols. I also agree and understand that I have to pay all my ward/s School fees and any pending dues to the School as prescribed in the school norms and policies and the School Almanac.

I acknowledge and agree upon the present fee structure for session 2025-26 shared by the School.

Father/Guardian Signature_____

Mother Signature_____

Name_____




Name_____



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