

## For your Convenience

1. Fees once paid will not be refunded or adjusted under any circumstances. 2. School fee should be paid before the last date mentioned in the fee card. 3. Fine for Late fee will be charged after due date mentioned in the fee card. 4. A late fine of Rs. 300/- per month will be charged for all fees paid after the due date and Rs. 300/- for every subsequent month if the due date passes and the fee dues are not cleared. 5. In case the fees is not paid for three consecutive months or more, continuation in school will be at the discretion of the principal and after paying re-admission fee of Rs. 1000/- plus late fine of Rs. 300/- per month for the number of months delayed.
6. School composite fee will be charged for the full session (12 months). If a child takes admission in the first semester i.e. April to September, he pays for 12 months and the second semester October to March it is only for the next 6 months.)
7. As per U.P. government Fee Regulations Act. for any optional/ Co-curricular/extracurricular activities, exam, excursion, transport, day boarding etc. or any such similar optional amenities offered by the school, at any time of the year, a separate fee will be charged after taking the due consent from the parents as per the Provisions in the Act.
8. Students will neither be shown their Report Card / Answer Sheets nor allowed to sit for any examination until all the dues whether fees or any document i.e. (TC, BC & Report Card) to the school are cleared.
9. To avoid rush and to save time, fees may be paid for 3, 6, or 12 months together.
10. The fees can also be paid through cheque/Demand Draft/Pay order in favour of Sunbeam Lahartara Cheque received receipt will be given for cheque payment and after due clearance of the cheque, fee receipt will be issued. An amount of Rs 400/- will be charged if cheques are dishonoured. Cheque must be deposited on time as per date mentioned on the fee card.
11. Fee can be paid through swipe machine at the School Fee Counter.
12. Fee can be paid Online and through the Sunbeam App except for the 1st Fee payment for new admissions.
13. You may also pay by scanning the QR code and after scanning please inform the school (accountant 9721452310/fee counter 9721452330, 9721452392) and the receipt will be generated.
14. To withdraw transport facility (optional amenity) parents must give 3 month's prior notice and have to pay for the complete month in which they are withdrawing. No withdrawals will be accepted after the month of November for the current session. In case there is a withdrawal after November, the complete session's fees will be charged.
15. If transport maintenance is not paid on time it will lead to a fine of Rs. 30/- per month. 16. Any person who comes to pay the fees without Entry card or Gate card and is not a valid person to enter the premises will be allowed to pay the fees as a visitor and will have to go through all the formalities of a visitor for security reasons.
17. Rs. 50/- will be charged as fine for loss/damage of this card.