

St. Gregory's High School (SGHS): Security Deposit Policy:

Parent must observe the following rules and regulations as outlined.

- One-time Registration fee, Admission fee, Annual charges (non-refundable) and security deposit (refundable) will be paid by all new students at the time of admission which would be double the amount of the tuition fee. The amount of the deposit will be specified in the admission agreement. The security deposit serves to secure the student's place in the institution and to cover any damages or unpaid fees. No refunds for any payments will be made if student is suspended on disciplinary grounds or the student is found in breach of the student code of conduct, and parent or guardian will be liable for paying up for any damages caused to the school property as per the student disciplinary procedure or as determined by the school management.
- The security deposit is refundable, subject to the following conditions:
 1. If the student has studied till February of the current academic year, it is considered that the student has covered half of the session and two months of the other session. In such cases, the parent or guardian must pay the complete session fee by July of the current academic year to be eligible for a refund of the security deposit.
 2. If the student withdraws from the institution before the end of the academic year, the security deposit may be forfeited to cover any outstanding fees or damages.
 3. Non-refundability: If the parent or guardian does not pay the complete session fee by July of the current academic year, the security deposit will not be refunded.
- The Monthly Tuition fee cut-off date is 10th of every calendar month.
- Tuition Fee Bills are normally issued with a "DUE DATE" of 05 days. After the expiry of "DUE DATE," the Fee bill can be deposited with the late fee fine which is charged, till the expiry of "VALIDITY DATE" which is normally 20 days from the expiry of the "DUE DATE". After the expiry of the "VALIDITY DATE," the Fee Bill shall not be accepted at the local branch of the bank. The new Fee Bill will only be issued with an additional fine of Rs. 150/- per Fee Bill.
- Fee Bills are issued latest by 25th of each month prior to the billing month and sent home. It is the responsibility of the parents to inquire from the School's office if they have not received the fee bill

by the 5th of the billing month. All dues are paid directly to the **SGHS** specified branch of a local bank. The payment 'due date' and the fee bill 'validity date' is marked on the fee bill, and late-fee is collected by the bank at the time of payment. The late payment charges will not be waived nor reduced in any circumstances.

- For returning students, all previous dues including any fines must have been cleared. The school reserves the right to hold student's progress reports, transcripts, examination entries, school leaving and other certificates if the dues have not been cleared.
- All parents and guardians responsible for guaranteeing payment of school dues will read and sign an undertaking for compliance with the SGHS policies. The School reserves the right to revise and make alterations to its policies, rules and fees at any point in time without any prior notice.
- Students must be equipped with all the prescribed books, notebooks and stationery to accomplish daily academic and co-academic activities/targets.
- Any complain regarding vans may not be entertained at school.
- Parents must inform the school regarding any medical supervision the child may need.
- If the school is closed due to the emergency, war, epidemic, floods, and earthquake or for any other reason on National, Provisional, District order for any length of time, parent / guardians shall pay the fees with regularity by 10th of each month.