

## PARENTAL CIRCULAR REGARDING FEE ISSUE

Dear Parent

27<sup>th</sup> December, 2017

This is to bring to your notice that students of Class IX, X, XI & XII shall deposit the last quarter fee (January, February & March) by 10<sup>th</sup> February, 2018 positively or else Board Roll number will not be issued to students of Class X & XII and Class XI students will not be allowed to take the Final Exam scheduled to begin in the second week of February.

- Students whose fee is pending for the previous months and present month (December) need to deposit fee and seek fee clearance by 5<sup>th</sup> January, 2018 positively or your ward will not be allowed to sit for the Pre-Board Exam scheduled to begin from 10<sup>th</sup> January, 2018. Also deposit the next quarter fee by the above mentioned date.
- Conveyance fee to be deposited for the next quarter as per the schedule given.
- No telephonic intimation or SMS shall be sent after 5<sup>th</sup> January, 2018 to fee defaulters. Strict action in the form of declaring non-eligible to take exam SMS shall be sent which means your ward will not be allowed to take exam in near future for non-payment of school fee.

**NOTE: As you are aware about CBSE directive for mandatory 75% attendance in Classes IX-XII ensure your ward qualifies for the same before sitting for the Final Exam otherwise he/she will not be allowed to take the exam. Board Students will not be issued Board Roll Number in case of shortage of attendance.**

We request you to adhere by the time frame issued for fee deposit to avoid inconvenience or unnecessary hassles.

Regards

Principal

---