



Dear Parent,

As we prepare for the academic session 2026-2027, we would like to draw your attention to the fee guidelines for the year

Month	Last Date of Payment
April-June	10 th April 2026
July to September	10 th July 2026
October to December	10 th October 2026
January to March	10 th January 2027

The fee for Last quarter i.e. January to March should be deposited by **10th January, 2027** either by **Demand Draft** or through ERP only. If, however, 10th happens to be a holiday/closed day, payment must be made by the 9th of the month. Cash is not accepted. Cheques and Demand Draft will be made in favor of **UTTAM SCHOOL FOR GIRLS**.

Cheques and Demand Draft can be deposited in school office. Please mention the following details at the back of the cheque:

- Name of the student
- Class
- Admission Number
- Phone Number

Please note that late payment of fee will attract a penalty as per school policy i.e. Rs. 10 per day will be charged after due date of the respective month. We request you to kindly make the payment on or before the due date mentioned above.

Cheque returned by the bank for any reason what so ever, shall be treated as non-payment of dues. Rs. 200/- will be charged as Bank charges.

Transport Fee to be charged for **11 months** (no fee is charged for JUNE) for those availing the service.

Transport Fee to be charged for **10 months** for Grade X & XII students availing the service.

Academic sessions are structured with learning objectives distributed throughout the year. In the event of unexpected developments, such as job transfers, the school will assist in the following ways after the commencement of the session:

For mid-session Transfer Certificate (TC) requests, please follow the prescribed norms.

- Notification in April : Fee for the 3rd and 4th quarters will be waived.
- As students of Grades X and XII are registered in Grades IX and XI, the CBSE Registration Number will be provided to ensure a seamless process.

Security Deposits:

- Security deposits will not be refunded in the case of mid-session withdrawals.
- School will refund security amount with interest in case of no dues as per DFRC guidelines.

Steps for online payment:

1. Login to ERP>
 2. Go to fee tab- Online fee payment- Click on details- Click on online fee payment- Select the payment - Pay the fee.
- If you have any queries regarding the fee structure or mode of payment, please feel free to contact the school office.


Mrs. Sharmila Raheja
Principal

Acknowledgement Slip for Fee Circular

I am aware that timely payment of fees is integral to smooth functioning of school, and will pay as specified. I have also checked the same on School ERP.

Date:

Student's Name:

Parent's Name:

Class:

Signature:

