



## A LEVEL PAYMENT POLICY

55 Main Gulberg Lahore

The School financial year is divided into quarters:

- July to September (1st Quarter)
- October to December (2nd Quarter)
- January to March (3rd Quarter)
- April to June (4th Quarter)

1. All new admissions will be issued the admission and security deposit fee bills at the time of admission and will have to pay the first bill within seven working days. If un-paid during this period, the admission will stand cancelled and the vacancy offered to the next student on the waiting list.
2. The September- December fee bill will follow after the subject choices have been finalized and will have to be paid within due date. *If the classes begin in August, the fee for the same will be charged as the following break- up for the Quarter: August –September fee voucher followed by October- December fee voucher.*
3. School fee is paid once every quarter in advance of the quarter for which it is due. The only exception to this rule is the A Level admission when the bill reflects 4 months' fee (Sept- Dec).
4. Fee bills are issued on the 20th of the month preceding the beginning of the next quarter and ten days are given for payment at the bank. For example, on the 20th of December, fee bills are issued for the quarter beginning January1.
5. After the due date, the fee bill can be paid with a Rs.50 per day fine which is automatically calculated by the bank.
6. **Suspension of enrolment-15<sup>th</sup> day after due date** (students will be blocked from online classes/ not permitted to attend in person classes).
7. It takes approximately THREE days after proof of payment receipt is sent to the Administrator to unblock the student.
8. **Fee for the first quarter will not be refunded in any case. Fee for the last quarter of the A level programme, ending June 30th, has to be paid in full to obtain clearance of dues.**
9. Payment of fee does not ensure promotion to the next class.
10. The annual increase in fee will be in accordance with the government policy.

11. **One month's notice in writing is required for withdrawal, to make the student eligible for a Security Refund.**
12. Due to the COVID- 19 situation and Government decisions, there may be changes to rules and regulations.
13. Students are being awarded provisional admission in A1. For their admission to continue, students must attain a minimum C in 6 CAIE subjects by August 2022(in total), failing which the school reserves the right to cancel the admission.

**Acknowledgment**

I have read the Payment & Scholarship Policy carefully. I understand and agree to abide by its rules. I also understand that I will have to pay the fee until June 30, 2024.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Accepted for admission

Not accepted for admission

Remarks \_\_\_\_\_

Date of interview : \_\_\_\_\_

\_\_\_\_\_

Principal/Director

\_\_\_\_\_

A Level Head