



# LAHORE GRAMMAR SCHOOL

55 MAIN

## A LEVEL PAYMENT POLICY

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. For online payments, please follow the steps outlined below:
  - Go to the site 'myfee.lahoregrammar.school'.
  - Enter the CNIC number of either the father or the mother.
  - Enter student's Registration Number which is mentioned on the top left corner of the fee voucher.
  - The fee Voucher will be accessible and can be paid online.
  - Once paid, kindly send the evidence of payment to this email address: lgs55main@lgs.edu.pk
2. The fee vouchers for August and September will be issued on September 1, 2024, after incorporation of scholarships awarded and subject choices.
3. 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 January 1.
4. After the due date, a fine of Rs.200 per day is imposed, which is automatically calculated by the bank.
5. Suspension of enrolment-15th day after due date of payment (students will be blocked from attending classes). It takes approximately THREE days after proof of payment receipt is sent to the Administrator to unblock the student.
6. Fee for the first quarter will not be refunded in any eventuality. Fee for the last quarter of the first year of the A Level Programme, ending June 30<sup>th</sup>, has to be paid in full to obtain clearance of dues.
7. One month's notice in writing is required for withdrawal, to make the student eligible for a Security Refund. The Security amount cannot be adjusted against the school fee. It is refunded after ALL dues have been cleared.

8. Fee for the last Quarter (April, May and June) of the A2 class has to be paid in its entirety to enable the student to take the final A Level examination. This amount will not be split to monthly payments.
9. Payment of fee does not ensure promotion to the next class.
11. The annual increase in fee will be in accordance with government policy.
12. 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 (in total), failing which the school reserves the right to cancel their admission.

### **Acknowledgment**

I have read the A Level Payment 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, 2026.

**Applicant's Signature:** \_\_\_\_\_

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

**Parent's/Guardian's Signature:** \_\_\_\_\_

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

-----

#### **For Office Use Only**

Accepted     
  Conditionally accepted     
  Rejected     
  On-hold

**Remarks:**

---



---



---

*Date of interview:* \_\_\_\_ / \_\_\_\_ / 2024.

\_\_\_\_\_  
**Vice Principal -A Level**

\_\_\_\_\_  
**Director**