

# St. Paul's Junior School

Phase-VI, H-Block, Aya Nagar, New Delhi-110047. Tel.: 64521999, 65693888



## St. PAUL'S JUNIOR SCHOOL, AYA NAGAR

(CLASSES NURSERY AND PREP)

29-03-2023

**Circular No. SPJ/Circular/2023/02**

Dear Parents,

The system of fee collection being followed by the school is given below for your convenience.

1. Please use only the online payment facility via parent portal, cash or cheque payment mode to pay the fees. **As informed in earlier circulars, direct transfers such as NEFT/ UPI/ IMPS, etc. have been suspended.**
2. Please select the '**online payment**' option from the menu for making a payment through the parent portal ([www.spscampuscare.info](http://www.spscampuscare.info)).
3. All the cheques must be crossed '**Account Payee**' and drawn in favour of **St. Paul's Junior School**. The amount of each cheque may be ascertained from the parent portal under menu 'fees'. Name, Admission Number, Class and Contact Number should be written on the back of the cheque/ draft.
4. Cheques can be submitted monthly from the 1<sup>st</sup> to the 10<sup>th</sup> of every month without fine and from the 11<sup>th</sup> to the 30<sup>th</sup> with a fine of Rs. 100/-. If the fee is not paid by the 10<sup>th</sup>, then a fine of Rs. 100/- will be included, which will **recur monthly**. In case the 10<sup>th</sup> is a public holiday then 9<sup>th</sup> will be the last day of the fee payable period. **April month fees can be submitted on or before 15.04.2023 (only for April month)**. The PTM fee can be paid along with the April month fee as it is a small amount.
5. Fee can be paid in advance – yearly, half yearly or quarterly.
6. No post-dated cheques will be accepted.
7. If a cheque is dishonored, only DD/ Pay Order will be accepted with a fine of Rs. 200/- and bank charges.
8. If the fee is not received upto the 10<sup>th</sup> of the following month, the name of the defaulter will be struck off from the rolls. The student may then be re-admitted at the discretion of the Principal, on payment of all the arrears and a fresh admission fee.
9. Fee once paid will not be refunded.
10. The bus fees should be paid in advance on **quarterly basis**. Once bus facility allotted, it cannot be withdrawn for the whole year.

Thanking you  
Yours sincerely,

*B.T. Bernadette*  
Principal