



Jesus' Sacred Heart School

DX-1, South City, Ludhiana

CIR NO: JSHS/0444/0422

DATE: 09.04.2022

Dear Parent,

Kindly note that the 1st instalment of the school fee for the academic session 2022-23 is due now and the only method of remitting quarterly fees to the school is through ECS/NACH. The school will not accept any fees in cash as per guidelines of CBSE via circular no. CBSE/SECY/SPS/2016.

The debits from your account will be made as per the table illustrated below:

QUARTER	FEES PAYABLE IN MONTH OF
I (April to June)	April
II (July to Sept.)	July
III (Oct. to Dec.)	October
IV (Jan to April)	January

You are requested to maintain sufficient balance in your account from which the amounts are to be debited every quarter. Under normal circumstances, the clearing bank shall debit your account between the 1st and 10th day of the month in which the fees become payable. However, in the rare case of delay, you must ensure availability of funds in your account.

- In case you are not registered for ECS/NACH then kindly do the same at earliest to avoid any additional charges and for the same you will be required to fill up and sign the NACH mandate form which will be provided by the school. Please bring along a cancelled cheque leaf pertaining to the bank account from which the payment is to be debited. In case the payment is to be made from the current account, the rubber stamp of companies, proprietorships, partnership etc. is required and you are supposed to carry it along with you. For further clarification regarding the fee payment system kindly refer to the school diary (Pg. no. 36& 37)
- Any instructions from authorities (government/court/CBSE) as and when received in writing regarding fee, will be implemented and excess (if any) will be adjusted or refunded.
- We would like to clarify that the school may or may not send SMS, or written notice as reminder for deposit of the school fee. No reminder will be sent separately for quarterly fee deposit. Non- receipt of such notice/SMS cannot be an excuse for non-payment of any dues. We expect you to ensure that your ward's fee reaches the school regularly and on time.