



A. P. INTERNATIONAL SCHOOL (ICSE)

(Affiliated to the Council for the Indian School Certificate Examinations, New Delhi)

Affiliation No. MA 139

Patel Complex, Mira Village, Mira Road (E), Dist. Thane - 401 107.
Tel: 022-2845 8150 / 2845 4772 • Email : apis_school2009@yahoo.com

FEE POLICY

1 Fees for an Academic Year

- 1.1 It must be noted that all the fees that the School collects is for an Academic Year and calendar year or months have no relevance. When a kid completes one standard and progresses to higher standard, fee for higher standard is payable. Number of months or days spent in the school is immaterial and fees should not be linked to the same.
- 1.2 Reference to months for calculation of fees is only for administrative and accounting convenience. Everyone who is dealing with Parents and collection of fees should at no point of time give out any message that gives an impression that the fees are from a particular date / month to a particular date / month.

2 Collection of Fees

- 2.1 Fees for the Academic year are decided in **advance and approved** by the PTA.
- 2.2 For the convenience of the Parents, fee for an academic year is collected in instalments on term basis. Fees are normally payable in advance at the beginning of the Term. Since the fees are collected in instalment basis it is not possible to break down the fees into further instalments.

Parents should ensure that fees for the term is paid in full.

Withdrawal of Admission :

Application Process:

1. Parents / Guardians are requested to write a formal email or handwritten application for a leaving certificate 3 months prior to the withdrawal of admission of their ward.
2. Please note that if the application for the leaving certificate is made after the commencement of the academic year, kindly note that after the commencement of the specified term, the parent are required to pay the due fee for the term. One day of attendance of a particular month also involve the full payment of fee for that particular month. One month notice is required by default prior to the withdrawal date. Failure in complying with this rule will lead to a fine equivalent to the school fees charged for a period of three months.
3. It is mandatory to clear all the dues in terms of school fees / bus fees to receive a leaving certificate.