



# المدرسة الاردية الباكستانية

(ابتدائية/ثانوي والتوجيهي)

## PAKISTAN URDU SCHOOL

(PRIMARY/SECONDARY & HIGHER SECONDARY)

### **Fees Collection and Defaulters Policy**

The School management has decided to strictly follow the below fees collection and defaulters policy from 1<sup>st</sup> September-2023.

#### **1. Fee Collection Policy**

- The School charging Tuition, Transport and Miscellaneous fees on the monthly basis. (N.B. The school divides the total yearly amount approved by MOE into monthly basis for the ease of parents).
- The fees should be cleared till 10<sup>th</sup> of every month.
- Fees once paid will not be refundable in any case.

#### **2. Fee Defaulters Students**

- The students whose outstanding fees exceed more than one month will be issued a written reminder to pay the fees.
- The students whose outstanding fees exceed more than two months will be considered fees defaulter and the fees defaulter students will be restricted to attend the classes.
- The School will deactivate the fee defaulter students after three months.
- The re-admission is depending upon approval of school management and availability of seat(s) in the respective class(es) or vacant positions will be replaced by the new admission from the list of waiting students and/or new students.
- The re-admission charges BD 10.000/ will be paid along with all the School outstanding dues.

### **Transfer Certificate & Deactivation of Students.**

There are two ways of leaving school:

#### **1. Transfer Certificate**

- Student or parents have to apply for the Transfer Certificate before the 10<sup>th</sup> of corresponding month by filling the request form.
- Transfer Certificate will be issued upon clearing all the outstanding dues.
- Transfer Certificate will be ready in 2 working days.



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### 2. Deactivation of Students

- If the Student or parents do not want to take Transfer Certificate or do not show any interest in taking the transfer certificate, then the school has the right to deactivate the student from the School System.
- Transfer Certificate of the deactivated student will be issued upon clearing all the outstanding dues until deactivation date.
- If the deactivated student wants to continue in the school (current academic session or new academic session), he/she must apply for re-admission and all the outstanding dues should be cleared along with the re-admission charges BD 10.000/.
- Re-admission depend upon the availability of seat(s) in respective class(es) with approval of School's management.

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Pakistan Urdu School



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Principal  
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