



LATE FEE POLICY
(Effective 1st August, 2016)

The following is the late fee policy at Lancers International School with effect from 1st August, 2016.

1. The due dates for payment of quarterly fee are as follows:

Quarters	Payment Due Date
Quarter 1 – 1 st August to 31 st October	31 st July
Quarter 2 – 1 st November to 31 st January	31 st October
Quarter 3 – 1 st February to 30 th April	31 st January
Quarter 4 – 1 st May to 31 st July	30 th April

The academic quarterly calendar may differ from these dates and is not related at all.

- Any fee not paid by the above mentioned due date shall be subjected to a **2%** late fee charge till the **5th** of the immediate month i.e. **5th August, 5th November, 5th February** and **5th May**. After the **5th** of that month a late fine of **5%** shall be charged as late fee till the last day of that first month of that quarter i.e. till the **31st August, 30th November, 28th February** and **31st May** of the respective quarters.
- After the last day of the first month of a quarter; in case the fee has not been paid in full, including the fine; then in that case the name of the student will be struck off from the School rolls, the security amount will be forfeited and fresh admission will have to be sought in case the student wishes to pursue further.
- If the account is not paid in full, no transcripts or any other details regarding the student's academic record will be released. In the fourth quarter, TC will not be issued unless the whole quarter fee is obtained.
- Monthly Fees are invoiced at the start of every quarter and are payable before the start of each month.
- The due date is the **1st of each month** (for August it is the 5th of August)
- For monthly fee deposits, tuition fees not paid by the due date would attract a **5%** late fee and an additional **2%** post the 15th. The late fine will not be waived off under any circumstances.

After the last day of the month; in case the fee has not been paid in full, including the fine; then in that case the name of the student can be struck off from the School rolls, the security amount will be forfeited and fresh admission will have to be sought in case the student wishes to pursue further.