



**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:

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

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

2. Any fee not paid by the above mentioned due date shall be subjected to a **2%** late fee charge till the **5<sup>th</sup>** of the immediate month i.e. **5<sup>th</sup> August, 5<sup>th</sup> November, 5<sup>th</sup> February** and **5<sup>th</sup> May**. After the **5<sup>th</sup>** 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 **31<sup>st</sup> August, 30<sup>th</sup> November, 28<sup>th</sup> February** and **31<sup>st</sup> May** of the respective quarters.
3. 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.
4. 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.