



# ST. TERESA SCHOOL

## INDIRAPURAM GHAZIABAD

**Dear Parents,**

**Greetings from STS!**

As we approach the mid-term of the academic year, we have observed that many parents have yet to deposit the school fees. I would like to take this opportunity to address an important matter regarding the timely payment of school fees.

To ensure the smooth functioning of our school and to continue providing a high-quality educational experience for our students, it is essential that we receive fee payments on time. **Timely payment helps us manage our resources effectively and avoid any disruptions to the services and facilities we offer.**

We kindly request that you deposit the school fees by the due date specified in the fee booklet. **Late payments may incur additional fines and could cause unnecessary inconvenience for both the school administration and your child.** To avoid late fees and ensure that your child's enrolment remains uninterrupted, please adhere to the following payment schedule:

S.No.	Quarter	Period	Last Date
1.	1 <sup>st</sup> Quarter	April to June	20 <sup>th</sup> April
2.	2 <sup>nd</sup> Quarter	July to Sept.	20 <sup>th</sup> July
3.	3 <sup>rd</sup> Quarter	Oct. to Dec.	20 <sup>th</sup> October
4.	4 <sup>th</sup> Quarter	Jan. to March	20 <sup>th</sup> January
5.	<b>Last date of monthly fee payment is 10<sup>th</sup> of every month</b>		

**Please be aware that payments made after the due date will attract a late fee as outlined in our school policy.**

**Expecting** your attention and support in making our school a thriving educational environment.

We **anticipate** prompt action in ensuring that all fees are paid on time.

Warm regards,

**Principal**