



Thinking Schools; Thinking Nation

ST. GREGORY'S HIGH SCHOOL

Thinking Schools; Thinking Nation

E 48, Block 4, Gulshan e Iqbal, Karachi 75300, Tel # 34813611, 34811691, 34987386

Website: www.sghs.edu.pk Email: info@sghs.edu.pk

General Tuition and Fee Policy:

All Students, Parent and Guardian must observe the following rules and regulations as outlined:

- Tuition fee is payable in Pak Rupees, for the Academic year is as follows:
- **One-time Registration, Admission fee, Annual charges (non-refundable) and security deposit (refundable)** will be paid by all new students at the time of admission.
- The Supplies amount, mobile application and copies amount shall be charged annually.
- **The Monthly Tuition fee cut-off date is 10th of every calendar month.**
- **Tuition Fee Bills** are normally issued with a **“DUE DATE” of 10 days**. After the expiry of **“DUE DATE,”** the Fee bill can be deposited with the late fee fine which is charged, till the expiry of **“VALIDITY DATE”** which is normally 20 days from the expiry of the **“DUE DATE”**. After the expiry of the **“VALIDITY DATE,”** the Fee Bill shall not be accepted at the local branch of the bank. **The new Fee Bill** will only be issued with an additional fine of **Rs. 50/- per Fee Bill**.
- Parent/Guardian defaulting on fees payment runs the risk of making their children liable to being struck off the school roll. In such cases, re-admission is subject and repayment of both the admission fee and security deposit at the prevailing rates.
- Fee Bills are issued latest by 31st of each month prior to the billing month and sent home through TCS. It is the responsibility of the parents to inquire from the School's office if they have not received the fee bill by the 5th of the billing month. All dues are paid directly to the **SGHS** specified branch of a local bank. The payment 'due date' and the fee bill 'validity date' is marked on the fee bill, and late-fee is collected by the bank at the time of payment. The late payment charges will not be waived nor reduced in any circumstances.

- Registration fee, admission Fee, Annual Charges are non-refundable under any circumstances. No refunds for any payments will be made if student is suspended on disciplinary grounds or the student is found in breach of the student code of conduct, and parent or guardian will be liable for paying up for any damages caused to the school property as per the student disciplinary procedure or as determined by the school management.
- For returning students, all previous dues including any fines must have been cleared. The school reserves the right to hold student's progress reports, transcripts, examination entries, school leaving and other certificates if the dues have not been cleared.
- All parents and guardians responsible for guaranteeing payment of school dues will read and sign an undertaking for compliance with the SGHS policies. The School reserves the right to revise and make alterations to its **policies, rules and fees at any point in time without any prior notice.**
- If the school is closed due to the emergency, war, epidemic, floods, and earthquake or for any other reason on National, Provisional, District or AJK State Government order for any length of time, parent / guardians shall pay the fees with regularity by 10th of each month. The salaries to the teaching staff, faculty, administrative and support staff etc. have to be paid during the closed period.

**Sincerely,
Management**