SWAMI VIVEKANAND
PUBLIC SCHOOL
FEE INSTRUCTIONS

1 Follow the fee structure as mentioned in fee slip.

2 Modes of fee payment :
   - **Online through E CARE PRO APP (Net Banking, Credit Card, UPI etc.)**
   - **In Axis Bank (Mela Singh Chowk, Yamunanagar) through fee slip by cash.**
   - **School code for App : SVPSHU.**

3 Please do not pay the fee directly to School A/c No. through Net Banking, RTGS, UPI (Google Pay, PhonepPe etc.). In such cases we are not able to match our accounts. The student name will be shown in **Fee Dafaulter List.**

4. So you have to use **E CARE PRO APP**. Through E CARE PRO APP you can transfer fee via Net Banking, UPI (Google Pay, PhonepPe etc.). In such cases your Fee will be cleared. The student name will **not be shown in Fee Dafaulter list**.

FEE DEPOSIT SCHEDULE   *Due Date*

1st Instalment	*April & May*	*15th April*
2nd Instalment	*June & July*	*15th June*
3rd Instalment	*August & September*	*15th August*
4th Instalment	*October & November*	*15th October*
5th Instalment	*December & January*	*15th December*
6th Instalment	*February & March*	*15th February*

5 If fee is paid after due date fine of **Rs 15/-** will be charged per day.

6 Bus fee will be charged for 12 months. It is non-refundable.

7 For any fee related query we are always there to help. Kindly send your query on : **svps17feeoffice@gmail.com**. We will entertain your query through this mail only.

INSTRUCTIONS REGARDING SCHOOL DOCUMENTS

1. You will get TC, Income Tax Certificate, Bonafide Certificate, Letter of Recommendation (LOR), Medium of Instruction (MOI), NOC etc **after 15 days of** application.

2. **How to apply :**
   - You can apply any of the above documents in the fee office through a form available at the fee office.
   - You can also apply any of the above document online send us E-mail at : **svps17feeoffice@gmail.com**

   Mail should include :
   - Student Admission Number
   - Student Name
   - Contact Number

   (Please note that if mail does not have any of the above information then it will not be entertained.

3 Any of the above documents will be issued only if the Fee is cleared as per the Fee Schedule.

4. School affiliation **code 530115 (for SRN No.)**