



Seema Systems

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+91-9243-4411-43

1. School Information

- a. Name : _____
- b. Postal Address : _____

- c. Phone : _____
- d. Fax : _____
- e. E-mail : _____

2. Name of the Principal : _____

3. Contact Persons:

Name	Designation	Phone / Mobile	E mail

4. Approx no of Students in school: _____

5. Classes & Section in School (tick where ever applicable)

	NUR	LKG	UKG	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
A															
B															
C															
D															
E															
Session starts in month															

6. Modes of fee payment (tick where ever appropriate)

- a. Cash – at fee counter
- b. Cast – at bank. If applicable – names of bank.
- c. Cheque at fee counter
- d. DD at fee counter
- e. Others. If applicable, describe

7. Fee Heads

Name	Due Date	Fineable [Y/N]	Frequency (monthly / annual / during admission / during TC)	Optional / Mandatory	Remarks, if any.
Tuition Fee					
Exam Fee					
Lab Fee					
Library Fee					
Registration					
Admission Fee					
Annual Fee					
Sports Fee					
Computer Fee					
Bus Fee					
Lunch Fee					
TC Fee					
Caution Money					
Donation					
Hostel					
Development					

8. Fine rate & calculation method : _____
 9. Fees collection dates : _____
 10. Is any discount given to students, if fees for entire year is paid in April? If yes, how much? _____
 11. Is any discount given if two or more children of same parents study in school? If yes, how much? _____
 12. Collect sample reports / documents:

Fee Receipt	Fee Card of Student	Dues' Notice to Parents	Dues Report(s)
Cash Book	Collection Report(s)	Student list (soft copy) ##	Fee Rate Card
Fee Register	Auditing Report(s)	School logo in white background	

13. Fee Categories

Name	Description & Treatment

14. Is part payment accepted? _____
 15. If bus fee is collected, mention slabs: _____
 16. Can bus service be availed one way?, If yes, what are the one way charges? _____
 17. Board ICSE / CBSE / Others (please specify) _____
 18. Medium of instruction: English / Hindi / Others (please specify) _____

Student List may contain the following information: Admn No, Roll, **Name** (mandatory), **Class** (mandatory), Father, Mother, Dt of Birth, Dt of Join, Fee Category, Contact No, Address, Joined in Class, Joined in Session