

STEP UP SCHOOL

(Under the aegis of ABESIT)



Campus 4, 19th Km. Stone, NH-09 Ghaziabad 201009

Phone: 8448583380/81, 9711060916/17; Website: www.stepupschool.in

Fee Structure & Policy (Session 2024-25)

(As per section 4(1) of the U.P. Self-Financed Independent Schools (Fixation of Fees) Ordinance, 2018)

A. To be paid at the time of Admission Only (Along-with 1st Installment):

S No.	Heads	Amount	Remarks
1	Registration Fee	Rs. 1,500/-	One Time (Non-Refundable)
2	Caution Money (Security Deposit)	Rs. 5,000/-	One Time (Refundable)

B. Composite Fee Details:

S No.	Heads	Annual Fee
1	Annual Composite Fee	Rs. 1,12,800/-

The Annual Fees can be paid in **4 Equal Installments.**

S No.	Month	Due Date	Each Installment
1	April –June (Ist Installment)	15 th April	Rs. 28,200/-
2	July –September (IInd Installment)	15 th July	
3	October –December (IIIrd Installment)	15 th October	
4	January –March (IVth Installment)	15 th January	

C. Sibling Fee Waiver Details (If Applicable)

S No.	Heads	Annual Fee
1	Sibling Fee Waiver** (15% on Annual Composite fee)	Rs. 95,880/- (85% of Rs.1,12,800/-)

The Annual Fees (After Sibling Waiver) can be paid in **4 Equal Installments.**

S No.	Month	Due Date	Each Installment
1	April –June (Ist Installment)	15 th April	Rs. 23,970/-
2	July –September (IInd Installment)	15 th July	
3	October –December (IIIrd Installment)	15 th October	
4	January –March (IVth Installment)	15 th January	

**The sibling waiver will immediately discontinue if the elder sibling leaves/ withdraws from the school.

1. Annual Composite Fee **does not include** Transport, Uniform Costs, Notebooks, Stationery and Individual learning support like Special Sports Equipment (if applicable).
2. **Optional Fee** such as Examination Fee (SOF, ASSET, NTSE, NSTSE, CBSE Registration and Exam etc.), Trips/ Excursions and Other Activities (like Annual Function, In-house Cultural Events, Sports Day, Exhibitions, Class Photos, etc.) Will be charged as per actual.
3. At the time of Admission, 1st Installment has to be paid along with the Registration Fee (Non-Refundable) and Caution Money (**Refundable**).
4. The School reserves the right to revise/ amend the Fee Structure from time to time, as per guidelines of DFRC.
5. Fees can be deposited by using any mode of payments given below:

i) **Online Bank Transfer** (Details here under)

Beneficiary Name	STEP UP SCHOOL
Bank Name:	Punjab National Bank
Branch:	Ambedkar Marg, Ghaziabad (U.P.)
Account No:	0674002190421974
RTGS/IFS Code:	PUNB0370300
Account Name:	Current A/C

ii) **Demand Draft/ Pay Order**

In favour of “STEP UP SCHOOL” Payable at **GHAZIABAD**

- iii) **Cheque** can be deposited in School (Accounts Department) only between 8:00 A.M to till 2:00 P.M on all working days.
6. **No Cash** transaction will be entertained in any circumstances.
 7. The Demand Draft/Cheque/ Pay Order must contain Student’s Name, Class, Section, Admission Number, and Contact Number at the back of the instrument/s.
 8. Actual realization of payment in our bank account will be treated as date of payment received. Parents are advised to deposit fee well in advance in case of Bank Holidays etc.
 9. It is the sole responsibility of Parents/ Guardian to share payment transfer details (UTR No./ Ref. ID/ Date/ Amount/ Any other details) along with a Student’s name/ Class/ Section/ Admission No. and Contact No. etc.
 10. In case of Cheque / DD/ Pay Order dishonored due to any reason, **a penalty of Rs.1000/-** will be charged.
 11. Late Fee Payment Penalty - If the Fee (Annual Composite Fee / Transport Fee/ Any Other Fee) is not paid by the stipulated due date, A Late Fee of Rs. 20/- per day (including holidays) will be charged.

12. Non-Payment of Fees for a further of 30 days after the due date shall result in Cancellation of Admission. To reinstate the admission, a penalty of Rs.5000/- will be charged in addition to the **Late Fee Payment Penalty**.
13. Issues related to any Admission withdrawal are subject to terms and conditions of **Admission Withdrawal Policy**.

DOCUMENTS REQUIRED AT THE TIME OF ADMISSION

1. **Birth Certificate** – Self attested copy issued by Nagar Nigam or Similar Authority
2. **Residence Address Proof** - Aadhar Card /Passport/Electricity Bill/Ration Card /Voter ID
3. Aadhar Card copy of child and both parents – Original to be shown.
4. School Leaving Certificate / TC (Class II onwards)
5. Six Photograph of a Child and Two Photograph of each Parent.