



THE GREENHILLS PUBLIC SCHOOL

Moolankave P.O, Sulthan Bathery, Wayanad

Policy on Fixation and Regulation of School Fees

(Effective from the Academic Year 2025–26)

1. Preamble

Greenhills Public School, committed to the cause of quality education and holistic development, follows a transparent, fair, and reasonable policy in the determination and collection of school fees.

This policy aims to ensure that the fee structure reflects the institution's standards of excellence, sustains academic and infrastructural growth, and remains sensitive to the needs of parents and the community.

2. Guiding Principles

1. **Transparency** – Fee components and purposes shall be clearly defined and communicated to parents.
2. **Reasonableness** – Fees shall be proportionate to the facilities and educational quality offered.
3. **Non-Profit Orientation** – The institution shall operate on a self-sustaining, not-for-profit basis, using fees solely for educational advancement.
4. **Compliance** – The school shall adhere to all applicable CBSE, Government, and Fee Regulation Committee norms.
5. **Equity and Inclusion** – Fee concessions and scholarships shall be extended to deserving students in accordance with the school's welfare policies.

3. Objectives of the Policy

- To establish a **rational and accountable framework** for fixing school fees.
- To ensure **financial sustainability** while upholding educational excellence.
- To maintain **trust and transparency** with parents and stakeholders.
- To align fee structures with the **Silver Jubilee Development Initiatives** of the school.

4. Components of the Fee Structure

The school fee shall comprise the following heads, duly approved by the Trust and School Management Committee:

Fee Head	Purpose
Tuition Fee	Salaries of teaching and non-teaching staff, academic programs, and classroom resources.
Development	Upgrading infrastructure, furniture replacement, smart classrooms, library enhancement, and sports/arts development.
CCA Fee	Co-curricular and extracurricular programs, celebrations, clubs, field trips, and competitions.
Examination Fee	Conduct of assessments, evaluation processes, and report preparation and Holistic Progress Card.
Transport Fee	Maintenance, fuel, driver salary, and safety measures.
Miscellaneous	ID cards, insurance, health check-ups, student welfare, and communication materials.

5. Procedure for Fixation of Fees

1. The **School Management Committee (SMC)** shall prepare a detailed proposal for the ensuing academic year, considering:
 - Past and projected expenditure
 - Inflation rate and salary revisions
 - Developmental and welfare plans
 - Institutional reserves and contingencies
2. The **Finance Subcommittee** shall review and recommend the proposed structure to the **Board of Trustees** for final approval.
3. The **approved fee structure** shall be notified to parents **at least three months before** the commencement of the academic year.

6. Frequency of Revision

- Fee revisions shall be done according to the development measures adopted.
- Annual increment, shall not exceed **15%** of the existing fee structure.

7. Communication and Transparency

- The final approved fee structure shall be:
 - Displayed on the **school website** and **notice board**.
 - Included in the **admission prospectus** and **parent handbook**.
- Any changes or clarifications shall be formally communicated through circulars or parent meetings.

8. Fee Concessions and Scholarships

- Merit-based and need-based concessions may be granted as per the **School's Welfare and Scholarship Policy**.

9. Ethical and Administrative Provisions

- No **capitation fee**, donation, or hidden charge shall be levied.
- Fees shall be collected in **designated installments**, through authorized banking channels only.
- Refund of fees (where applicable) shall be made as per the **school's refund rules**.
- The school shall maintain **audited accounts** reflecting the proper utilization of funds collected.

10. Monitoring and Review

- The School Fee Policy shall be **reviewed annually** by the Trust to ensure compliance, relevance, and responsiveness to changing circumstances.
- Feedback from parents, teachers, and management shall be duly considered.

11. Resolution of the Trust

The Trust, after careful consideration of the financial and developmental requirements of Greenhills Public School, hereby approves the Fee Fixation Policy for the academic year 2026–27. The policy ensures fairness, transparency, and accountability in all aspects of fee determination and collection.

Approved by:

The Board of Trustees

The Greenhills Public School Trust

Date: _____

Place: _____