

**FOR ATTENTION TO ALL CONCERN**  
**LEVY OF FINE FOR LATE FEE PAYMENT**

1. Refer Article 288 of Blue Book 2009 ed amended from time to time.
2. It has been noted with concern that many students are not paying Fees by due date. Late payment of fees either partial or full affects the administration of the institution. In order to ensure that students/ parents pay the fees by due date, it has been decided to levy a late fee on those Who pay fees beyond the due date. This is applicable for both Tuition Fees and Hostel Fees as well. The late fees to be levied are indicated below:-

Srl No	Day	Late Fees	Remark
(a)	Due date -D	No late fee if fees paid by due date	
(b)	D+1 to D+15	25/- per day	
(c)	D+16 to D+30	50/- per day	
(d)	Beyond D+30 (D+31 onwards)	100/- per day	Parent will be informed that ward will be struck off the roll if Tuition fees not paid immediately. If only Hostel Fees not paid then student will be expelled from Hostel.
(e)	Beyond D+45	Case will be initiated to struck off the rolls or from hostel as the case may be.	If tuition fees not paid student will be struck off the rolls, and if hostel fees not paid then student will be expelled from Hostel.

3. This has the approval of Chairman.

(P Sen Thamizhan)  
Principal