

Dear Parent,

We are pleased to inform you that this year also the school fees will be remitted by NACH (National Automated Clearing House). NACH is a centralised system, launched with an aim to consolidate multiple ECS systems running across the country and provides a framework for the harmonization of standard & practices and removes local barriers/inhibitors and this all is monitored by the RBI.

According to the guidelines of CBSE via Cir. No.:CBSE/SECY/SPS/2016 dated 10.12.2016 the school fee will not be accepted in cash. Therefore, you are requested to kindly complete the formalities of NACH form. School fee will only be collected through NACH or can be paid using online system through student portal.

**IMPORTANT**

**Please note:**

1. The tuition fees, transportation fees and annual fee for the next academic session i.e. 2017-18 will be made only through ECS/NACH or can be paid using online system through student portal.
2. Under this system, you will have to give a written authorisation through which your ward's fee will be automatically paid by an inter bank transfer. The authorization that you give us is called a **mandate** and will automatically transfer the applicable fees from your bank account to our account by the 10<sup>th</sup> day of the beginning of any quarter. The debits from your account will be made as per the table illustrated below:

QUARTER	FEES PAYABLE IN MONTH OF
I (April to June)	April, 2017
II (July to Sept.)	July, 2017
III (Oct. to Dec.)	October, 2017
IV (Jan to March)	January, 2018

3. All payments will be made on quarterly basis (like in the past) through NACH. You are requested to maintain sufficient balance in your account from which the amounts are to be debited every quarter. Under normal circumstances, the clearing bank shall debit your account between the 1<sup>st</sup> and 10<sup>th</sup> day of the month in which the fees become payable. However, in the rare case of delay, you must ensure availability of funds in your account.
4. NACH Mandate Form is being sent to you, which is attached herewith. Please fill up and sign at the relevant place (as mentioned in point 9) and submit it to the school **latest by 25<sup>th</sup> Jan,2017(Wednesday)**. Forms can be sent back through van driver/student's diary/submitted at school front desk.
5. **Attach a cancelled cheque leaf pertaining to the bank account from which the payment is to be debited and submit it along with the NACH mandate form sent to you.**(after filling the relevant information mentioned in point 9)
6. If, at a later date, you wish to change your bank account from which the ECS is being debited, please contact our Accounts Office, a fresh Mandate Form will have to be submitted, in such a case.
7. The Annual Charges for the academic session 2017-18 shall be realized along with the fees for first quarter i.e. April to June, 2017. Please ensure sufficient funds in your account from the beginning of April, 2017.
8. The acknowledgement Slip, given below, is to be detached and brought along with the completely filled-up NACH Mandate Form and cheque. The receiving authority will return the Acknowledgment Slip, duly filled in, which you are requested to retain as proof of deposit of NACH Mandate Form

**Acknowledgement for NACH Mandate Form**

(To be filled in by the School)

Received ECS Mandate Form, complete in all respects, from \_\_\_\_\_ of class \_\_\_\_\_ on \_\_\_\_\_.

Name

Signature

9. Following details are to be filled in the NACH form attached along with this circular.

- Client ID/Ref. id have been filled on the NACH form. (Already filled).
- Bank Account number.
- Name of bank
- IFSC code/MICR no.
- Signature of the account holder
- Name of the account holder

} **To be filled by the parent**

Please note that no other part of the NACH form should be filled by the parent.

**\*\*\*\* In case the payment is to be made from the current account, the rubber stamp of companies, proprietorships, partnership etc is required and in case of joint account, signature of all account holders is required.**

10. We would like to clarify that the **school may or may not send an SMS/Email or written notice as a reminder in the case of presentation or subsequent dishonor of any ECS.** However, non-receipt of such SMS/Email notice cannot be an excuse for continuing to default on any dues. It is expected that, as responsible parents/guardians, you shall maintain sufficient balance in your bank account from which ECS is to be debited. We expect you to ensure that your ward's fee reaches the school regularly and on time.

**In case of any query, regarding return/dishonor of ECS kindly go through page no. 35&36 of school diary. Details for school fees are given on school's website. Kindly open the following link for the same:**  
<http://jesussacredheart.com/admissions/fee-structure/>

**N.B.: THE NACH FORM ATTACHED HERewith DOESNOT REQUIRE ANY ATTESTATION FROM BANK.**

Principal

(MsKirti Sharma)