



## Seema Systems

40/1, Subra Manya Pura Mn Rd  
Chikkal Sandra, Opp Rapsri Industry  
Bangalore 61

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care@SeemaSystems.com

Phone: +91-80-4163-2019  
Mobile: +91-9900-199-249  
+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