

## Formation of Fees Committee:

In order to ensure full transparency for the process of fees payments and administrative / financial transactions as well as for an effective communication between parents and the school, a Fees Committee has been formed comprising different stakeholders.

## Members of the Committee:

1. Parent Council Member
2. Parent Council Member
3. Senior Coordinator
4. Senior Coordinator
5. Accounts Dept.
6. Academic Secretary

Committee members will ensure that a minimum of 4 members should be present in any meetings held. (including at least one from 1-2, 3-4, 5-6)

## Mandate:

- The Mahatma Gandhi International School is following the norms of Fees Regulation Committee of Government of Gujarat and is charging school fees as per the order received.
- All the issues pertaining to any kind of fees will be addressed and will be resolved by this committee.
- To contact the said committee, parents will have to fill in and submit a prescribed form (available at accounts office of the school). All the relevant documents related to their claim / financial situation or constrain would also be required to submit.
- Files will be reviewed case by case, and parents can openly discuss their situation in front of the committee. Confidentiality and privacy will be strictly maintained and respected.
- Please note this committee reserves the rights of calling the parents for the meetings / discussions if there is any delay in fees payments or any other issues pertaining to the fees. Also note parents failing to respond to the communications, Fees Committee holds the right to take appropriate action accordingly.
- The Committee will assure full support and guidance to all the parents and take the decisions after understanding all the aspects in the best interests of all parties and such decisions will be final.
- Under no circumstances, no student or parents should contact any other members of the MGIS staff or the upper management other than the fees committee for fees related issues.

This committee is created in order to hold on to MGIS values and has to be seen as a humble yet firm and logical committee, protecting the interests of the MGIS stakeholders, which includes students, parents, staff and the external stakeholders.

Thanking you and looking forward to your continuous support as of always.

Fees Committee

Contact us on: [ierf.fee@gmail.com](mailto:ierf.fee@gmail.com)