



# HOLLY CHILD SCHOOL

(Run by: NKDUTTA EDUCATIONAL AND REHABILITATION FOUNDATION)

Hospital Road, Lala Ward No:7, Dist: Hailakandi, Assam, 788163

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Date : 10.05.2025

*Dear Parents/Guardians,*

Greetings from Holly Child School!

We truly value your continued support and cooperation in helping us provide the best learning environment for your child. To ensure smooth academic operations, we kindly request your attention to the following:

☐ **Monthly Fee Reminder:**

Please make sure the monthly fee is paid on or before the 7th of each month. A late fine of Rs. 10/- per day will be applicable after the due date.

☐ **Book Fee & Admission Fee (2025-26):**

Parents who have not yet cleared the book fee, admission fee, or any remaining amount are lovingly requested to complete the payment by 25th May 2025.

☐ **Previous Academic Year Dues (Including Transportation Fee):**

If any dues from the previous academic year, including transport fees, are still pending, please clear them by 25th May 2025.

Please note: If these dues are not cleared, the school will follow its policy, and your child may not receive the Admit Card for the First Terminal Examination.

**\*\*\*\*Important Note:**

All parents who have paid any type of school fee (Admission, Tuition, Annual, Exam, etc.) are kindly requested to collect the official fee receipt from the school front office.

- Without a valid fee receipt, the payment will be considered UNPAID in our records
- For more details, please visit the school website and check the School guidelines.
- Complaints regarding fee status will be entertained without an official receipt.

We thank you for your understanding and cooperation. Let's work together to create a brighter future for our children!

Warm regards,

School Administration  
Holly Child School, Lala

*Copy to:*

1. *Principal of Holly Child School, Lala for information and necessary action.*
2. *School Coordinator of Holly Child School, Lala for information.*
3. *Account Section of Holly Child School, Lala for information and necessary action also after due date inform to school administration*
4. *All the respected parents*
5. *Office file and upload the website.*