



HVM Convent School

(A Senior Secondary School)

Karamsar Colony, New Subhash Nagar, Basti Jodhewal, Ludhiana

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PCIR/075/2025-26

Date: 18.11.2025

Circular

Subject: *Reminder for payment of pending dues*

Dear Parents

- It has been observed that after repeated written reminders the School fees of your ward of the current session 2025-26 are still pending.
- You are requested to clear the outstanding dues at the earliest.
- Please note that if the fees are not cleared within this week, the school will be compelled to initiate further necessary actions, including legal action as per school norms.
- Late fee fine will be imposed as per the following:
 - ☞ 13th – 20th of every month – Rs. 50
 - ☞ 21st – End of the month – Rs. 100
 - ☞ Next month – Rs. 200

Treat this matter as urgent and cooperate with the school to avoid any inconvenience in this regard.

Thank for your prompt attention.

Principal