



Cir No: 04/2026

NOTICE: URGENT REMINDER REGARDING OUTSTANDING FEES

Subject: Suspension of Portal Access due to Overdue Payments

Dear Parents,

We hope this message finds you well.

This is a final reminder regarding the payment of the April Tuition Fees and the First Installment of the Resource Fee. While we appreciate those who have already settled their dues, our records indicate that several accounts remain outstanding. Please be advised that the school's policy requires all fees to be cleared by the start of the term to ensure uninterrupted access to academic resources. Consequently, students with pending balances will face the following:

Portal Access: Access to the online student/parent portals will be temporarily suspended effective from Monday, April 13, 2026.

Academic Resources: This suspension includes access to digital learning materials, progress reports, and attendance records.

To avoid any disruption to your child's learning and to ensure your access is maintained, we kindly request that all outstanding payments be completed immediately through the school's accounts office or our online payment gateway. If you have already made the payment, please disregard this notice or share a copy of the receipt with the accounts department for verification.

Thank you for your prompt attention to this matter and for your continued cooperation.

**Sincerely,
School Administration**