



ROGATIONIST ACADEMY

West Desom, Aluva, 683102.

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☎ : 8714046722

✉ rogacademyaluva@rcj.org
🌐 www.rogationistacademy.in

CBSE Affl.No. 931458, School No: 76473

ROGATIONIST ACADEMY FEE FIXATION & REVISION POLICY (2025 onwards)

1. Purpose of the Policy

This Fee Fixation Policy is established to ensure that the fee structure of Rogationist Academy remains reasonable, transparent, and sustainable. It is aligned with the CBSE Affiliation Bye-Laws and designed to maintain high academic standards while ensuring fairness to parents and protecting the legitimate administrative and financial autonomy of the school.

2. Guiding Principles

As a private unaided institution, the school retains the autonomy to determine its fee structure, subject to the principles of transparency and reasonableness. No capitation fee shall be charged, and the institution shall not indulge in profiteering. The fee model shall remain cost-based and linked to actual as well as projected institutional expenditure. Fee revisions shall be communicated in advance to ensure predictability for parents, and all relevant documentation supporting the revision shall be properly maintained for transparency and accountability.

3. Components Considered in Fee Fixation

While determining the fee, the school shall take into account recurring operational expenditure such as salaries and statutory benefits of staff, utilities, maintenance, consumables, digital services, security, and routine repairs. Capital expenditure including buildings, laboratories, smart classrooms, sports infrastructure, furniture, equipment, library resources, and technology upgrades shall also be considered. Financial commitments such as term loans, interest payments, promoter investments, and unsecured loans shall form part of the assessment. Provision shall additionally be made for future expansion, teacher training, academic innovation, and institutional development. A reasonable surplus may be maintained to ensure sustainability and long-term growth.



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4. Fee Fixation and Revision Process

The process of fee revision shall begin with the preparation of financial estimates by the internal accounts committee during December and January. This shall include review of audited statements, estimation of operational and capital expenditure, assessment of salary revisions, and evaluation of financial commitments. A Financial Requirement Report shall then be placed before the School Management Committee.

During January and February, the School Management Committee shall review the financial data, verify its correctness, and examine whether the proposed revision is reasonable, necessary, and non-exploitative. Upon preliminary approval, interaction shall be held with parent representatives in February, where the school shall present the rationale for revision, cost escalation factors, and proposed institutional improvements. Feedback received shall be recorded in writing. In March, the School Management Committee shall grant final approval to the annual fee structure and record the decision through an official resolution. The revised fee shall thereafter be communicated to parents at least sixty days prior to the commencement of the new academic session through circulars, and notice boards.

5. Disclosure and Transparency

The school shall maintain audited financial statements, approved annual fee structures, records of facilities and improvements, and resolutions of The School Management Committee relating to fee fixation. These records may be made available for inspection by competent authorities or authorised stakeholders upon formal request, in accordance with applicable rules.



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7. Effective Date

This policy shall come into force from the academic year 2025-26 and shall remain valid until modified or replaced by a resolution of the School Management Committee of Rogationist Academy.

8. Policy Approval

Approved by the School Management Committee of Rogationist Academy.

Date: 6/11/2025

For the SMC, the Secretary

The Principal

Reena Catherine Paul Thekkekkara
Principal
Rogationist Academy
CBSE School, West Desom
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