

GUIDELINES FOR A PARENT

1. Parents need to provide complete information pertaining to the child and family including health problems if any during admission.
2. All the documents necessary for admission completion to be submitted without fail to the school at the beginning of the academic year.
3. Prospectus, Registration, Educational Service Fund, Tuition fee, and Transport fee are non-refundable.
4. A letter to the School Head stating the reason for withdrawal to be submitted 3 months in advance.
5. Fee pertaining to the term falling in the notice period shall be payable by the student.
6. Bus Service is voluntary on first come first serve basis.
7. The bus routes, timings, and pick-up/drop points are at the sole discretion of the school.
8. Bus routes will not be customized to any particular student.
9. Transport fee is slab based & payment is to be done on a term basis.
10. If you are withdrawing from transport a receipt of written information is to be given to the school, failing which, the transport fee will be billed & adjusted against Security Deposit.
11. Security Deposit (Transport) and Caution Deposit are payable at the time of admission.
12. The deposit is non-interest bearing and refundable upon the student graduating/leaving the school with the following conditions:
13. Filling the TC form
14. Attaching the original Security and Caution Deposit receipts.
15. Approval letter from the accounts department.
16. Security Deposit will be refunded only by cheque.
17. Parents are not supposed to give any gift in cash or kind or any other favour to any staff member.
18. Any kind of communication/message the parent needs to use the student's diary/Write to School tab in FIS – Futuristic Info Solutions – the school will revert within the specified period of time.
19. Parents need to send their ward in complete school uniform as specified by the school.
20. All books and reading material to be labelled and covered with the Name and Grade the child is studying and submit it to the school on the reopening day/ day specified by the school.

21. Any books taken by the library need to be deposited back within the stipulated time. If the book is lost/damaged/ replaced, the school will levy a penalty.
22. Parents are instructed to refer to the Academic schedule/Menology for the calendar of the school.
23. For any external examinations/competitions conducted by the external team the fee for the same will be borne by the parent.
24. Any assessments/exams/tests cannot be reconducted/rescheduled.
25. The evaluation is spread over two terms during one academic session.
26. For any lost and found items/objects – the school has a designated counter to display them.
27. School recommends that the child should not carry/wear any expensive items. The school will not be responsible for any loss.
28. If the school plans for adventure camps/excursions/competitive exams/inter murals/ Taekwondo certification- the participation is subjected to individual interest, the charges have to be borne by the parent.
29. Student's - Birthday celebration at school – you can donate a book to the library/a sapling to the school garden. Strictly no distribution of food items and return gifts are allowed.
30. Parents can post their queries/concerns to the REDRESSAL MONITORING CELL (RMC), the cell will address the query within 2 working days and will redirect the same to the respective campus.
31. Books, stationery, merchandising, and accessories are mandatory payments during the academic session – has to be paid separately.
32. Fee payment to be done as per the schedule – instructed from the school's end.
33. If missed on paying the fees on schedule – the school will be liable to collect late fees as per the school's discretion.
34. According to the fee policy – a 10% to 20% fee hike will be there every year.
35. If fees are paid online, parents must notify the accounts department about the transaction made for future records.

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