

**CONTRIBUTION SCHEDULE AND PARTIAL LIST OF RULES FOR BOARDERS FOR 2017-18****BOARDERS' CONTRIBUTION FOR BOARDING AND TUITION** (as given overleaf)

**exclude** expenses for Boarding Costs during **Summer or Winter Vacations**. During term time, these Fees **include** charges for Board (Food), Accommodation, Child-care, Supervision, Administration, First-aid, Schooling, Internal Evaluations (Examinations & Tests), Games, Sports, Library, and Inter-School activities. **However, even during Term time, these fees DO NOT include MISCELLANEOUS EXPENSES** such as Books, Stationery, Uniform, Clothes, Bedding, Toiletries, Special Equipment or Supplies (e.g. for Sports, Project Work, Music, Art & Craft, etc.), Medical Treatment beyond First-aid, Special Diet, Excursions and Trips, External Examinations, etc. --- **all such expenses will be charged extra in an Imprest Account.**

**WITHDRAWAL**

If parents wish to withdraw their child from the Institute, at any time, **written notice** must **reach** the Principal **3 months before** the date of withdrawal, otherwise **half a semester's** Parental Contribution will be charged as Penalty. This penalty will **not** apply to a pupil who **fails** the final evaluation and **is denied promotion**.

**HOLIDAYS/VACATIONS**

All pupils **are expected** go home during the May-July summer and the December-January winter vacations. **This Contribution Schedule does NOT cover expenses during the Summer or Winter Vacations.** Holidays and departure / return dates and times are indicated on the Institute Calendar.

**LEAVES**

Leaves are given only in exceptional cases, by express permission of the Principal, for bereavement, grave emergencies, and weddings of FULL siblings only (NOT for weddings of cousins/uncles/aunts, etc.).

**LATE RETURN TO HOSTEL**

1. (A) After the summer or winter vacations, or any other holiday, all boarding pupils must report to the Hostel Staff on Duty on the designated day between 2:00 and 6:00 p.m. Pupils who arrive late, **after 6:00 p.m. but before 8:00 p.m.** on the designated day will be **fined @ Rs.100** per hour or part thereof.

(B) At 8:00 p.m. the gate will be locked and no one will be allowed to enter thereafter.

(C) From the next day onwards, for the **next 7 days**, pupils arriving late will be permitted to re-join the Institute by first reporting to the Main Office between 9:00 a.m. and 5:00 p.m. only. Such late arrivals will be **fined @Rs.300** per day or part thereof.

(D) Late arrivals of **over 7 days** will be fined **Rs.3,000 plus Rs.500** per day beyond 7 days.

(E) **Pupils arriving more than 15 days late will be removed from the Institute's rolls.** In such cases, re-admission is not guaranteed, and may not be possible.

2. If a pupil is late because of **sickness**, an **MD/MS doctor's PRESCRIPTION along with CASH MEMOS of the medications** sold by the chemist are absolutely essential. A doctor's certificate alone is not acceptable, and such partial "proof" of illness will be considered insufficient; and fines in full, as earlier mentioned, will be charged. The Institute will take steps to verify the accuracy of the prescriptions/cash memos submitted, while following up with the Institute's own medical (MD/MS) consultants on the line of treatment prescribed before the pupil's return. Any inaccuracy will attract a penalty along with full fines.

3. If a pupil is late in returning due to **cancellation / postponement of transport carriers** such as trains and flights, **written proof** of such must be submitted, otherwise fines will be imposed in full.

**EARLY DEPARTURE**

Early departure from the Institute before the official beginning of a holiday / vacation is **NOT permitted**. **Any insistence on the part of a pupil or parents / guardians on early departure will result in the removal of the pupil from the Institute's rolls.**

**PARENTS' / GUARDIAN'S DECLARATION**

I / we have read, understood and received this Contribution Schedule and partial list of rules for 2017-18, and promise to adhere to the terms and conditions in this document.

Name and Signature of Parent / Guardian \_\_\_\_\_

Date \_\_\_\_\_ Pupil's name \_\_\_\_\_