

PENALTIES FOR LATE PAYMENT OF COSTS CHARGED AND OTHER EXPENSES

- (1) For any of the above Costs or other Expenses that remain **outstanding beyond the deadline**, Parents must pay a **Late Fee at the rate of 1% per month, compounded every 15th of the month.**
- (2) If Parents do not pay COSTS & EXPENSES for **more than one month** their child will be **debarred from lessons, classes, tests and examinations**, and Parents will be fully responsible for the consequences.
- (3) **Costs and expenses unpaid for more than two months the pupil will be removed from the Institute rolls**, and parents will be fully responsible for the consequences. Subsequent **re-admission is NOT guaranteed** and may NOT be possible, but if granted will require re-registration and payment of **all COSTS afresh.**

SCHOOLING COSTS (charged for 12 months in the year) (as given in the COST Structure overleaf)

include charges for Schooling (Teaching), Internal Evaluations, Tests, Games, Sports, Library, Laboratory, Child-care, Supervision, Administration, First-aid, and Inter-School Activities within Dehra Dun District.

These COSTS DO NOT include OTHER EXPENSES (mainly Miscellaneous) such as Textbooks, Stationery, Uniform, Excursions and Trips, External Examinations, Special Equipment or Supplies (e.g. for sports, music, art & craft, etc.), Medical treatment beyond First-aid, etc. - all such expenses will be charged extra.

PAYMENT METHOD

Parents must deposit their contribution towards COSTS as per the given schedule in Moravian Institute's A/c **No.03420100000328 in UCO Bank, RAJPUR BRANCH, Dehra Dun**, using the special **Deposit Slip in triplicate**. The Bank will keep Copies # 1 & 2. Parents must **hand over Copy # 3 to the Institute's Office** as proof of deposit. **Parents must keep safely Copy # 4** for their own record.

SICKNESS

If a pupil is absent because of **sickness**, an **MBBS 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 the pupil will be marked **"ABSENT" in the School records.**

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.

A pupil will be marked "ABSENT" for any inaccuracy in the documents submitted. **Sick Leave Applications found to be invalid or not genuine will be charged Communication and Administration Cost @ Rs. 10/- per day.**

LEAVES

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

Leaves taken without permission will be charged Communication and Administration Cost @ Rs. 10/- per day

HOLIDAYS / VACATIONS

Holidays, Vacations and departure / return dates and times are indicated on the Institute Calendar.

LATE RETURN TO SCHOOL

1. After the summer or winter vacations, or any other holiday, all day pupils must report to the School and Teacher on Duty on the designated day and time. **Pupils who arrive late will be charged Communication and Administration Cost @ Rs. 20/- per day until the Pupil rejoins schools**

2. If a pupil is late in returning due to **cancellation / postponement of transport carriers** such as trains and flights, **parents must inform the school in writing on the first day of lessons after the holiday, failing which, Communication & Administration Costs @ Rs. 10/- per day will be charged. When the pupil rejoins the School, written proof of transportation delays must be submitted, otherwise Communication & Administration Cost @ Rs. 20/- per day will be charged.**

ABSENCE WITHOUT PERMISSION

All applications for leave submitted on the grounds of sickness, or transport problems, etc.

but found invalid or not genuine as stated above will be treated as Absence Without Permission.

Therefore, in addition to the Communication & Administration Charges mentioned above, such a pupil *will have to make up for the absence through Afternoon Detention the Next Day or Days, failing which the pupil will be debarred from tests and exams.*

WITHDRAWAL

If parents wish to withdraw their child from the Institute, at any time, written notice must reach the Principal 2 months before the date of withdrawal, otherwise 2 Months' Costs will be charged as Penalty.

CHANGES TO THE ABOVE RULES

Moravian Institute reserves the right to change any of the above rules, without prior consultation or notification. The Institute will endeavour to notify parents in advance of any revision in costs, charges contributions, expenses, etc. However, the Institute will not be responsible for any delays in notices not reaching parents due to emergencies or problems in the communication system.

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, including page 1 overleaf.

Signature of Parent / Guardian

Name of Parent / Guardian

Date

Pupil's name

(Continued from page 1 overleaf)