

CONTRIBUTION SCHEDULE & PARTIAL LIST OF RULES FOR DAY PUPILS FOR 2016-17

Note: In this documents, the term "Parent(s)" always includes "Guardian(s)" who is/are responsible for a child.

COSTS, FINANCIAL AID & PARENT'S RESPONSIBILITY

Moravian Institute is a social service arm of the Moravian Church in the field of education and training. Moravian Institute considers Parents be partners in educating their children Therefore, it is necessary for parents also to meet their financial commitments. A Payment Schedule for parents is drawn up. Parents are requested to adhere also help the Institute to carry out the work smoothly, and to help the children to the maximum. The Institute recognizes that some families might face hardship. Hence, its merit-cum-means financial aid scheme is continuing. This scheme attempts to provide financial assistance so that no meritorious pupil is denied the opportunity to study and train in the Moravian Institute simply due to lack of financial means. Parents who feel that they might qualify for such financial aid may, if they so wish, apply on the prescribed form, available from the Institute's office. While the Institute will, within its limited means, make all efforts to provide aid to genuinely deserving cases, mere submission of an application is no guarantee that aid will be granted.

CONTRIBUTION CHARGES

1. REGISTRATION COST

Rs. 500, and is **NOT refundable**

2. ADMISSION COST

Admission Cost, charged to a newly admitted pupil is **Rs.5,900**, and is **NOT refundable**.

3. SECURITY DEPOSIT

Security Deposit is **Rs.2,000/-** per pupil, and is **refundable without interest** after a pupil leaves ECP.

4. SUPPLIES & EQUIPMENT COST

Rs.5,900 per year, at admission time OR
Rs.3,090 in 2 instalments, 1st at admission time, the 2nd by 15th November 2016.

5. PROGRAM COSTS (charged for 12 months in the year)

Rs.1,495 per month

include charges for Schooling (Teaching), Internal Evaluations, Tests, Games, Sports, Library, Child-care, Supervision, Administration, and First-aid.

These COSTS DO NOT include OTHER EXPENSES (mainly Miscellaneous) such as Uniform, Excursions and Trips, Medical treatment beyond First-aid, etc.

PAYMENT SCHEDULE / CALENDAR

During the year 2016-17, Parents have to pay the above Monthly costs according to the Schedule given below:

Pay-by-Date (Dead Line)

15th April, 2016	Costs for April 2016
15th May, 2016	<u>Costs for May & June 2016</u>
15th July, 2016	Costs for July 2016
15th August, 2016	Costs for August 2016
15th September, 2016	Costs for September 2016
15th October, 2016	Costs for October 2016
15th November, 2016	Costs for November 2016
15th December, 2016	Costs for December 2016
15th January, 2017	Costs for January 2017
15th February, 2017	Costs for February 2017
15th March, 2017	Costs for March 2017

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.

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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.**

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 2016-17 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

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