

DECLARATION

TERMS AND CONDITION

- Fees are subject to change.
- The management reserves the right to revise fees as and when necessary.
- Fees for the term should be paid before commencement of every new term.
- **Incentive: There is a 5% discount on termly fees if payment is made before the due date on the invoice. Once the due date is passed this discount is no longer valid and the full fees are required.**
- Term fee is inclusive of photocopying charges and other extracurricular activities.
- **Admission Fee & Term fee paid will not be refunded.**
- Students are expected to attend classes regularly. 85 percent attendance is compulsory in both class work and practical's to be eligible to be sent up for the examinations.
- Students must conform to and comply with the rules and regulations of the school. The school reserves the right to suspend or expel any student for unsatisfactory conduct or for acts against the true interests of the school.
- No letter of recommendation or certificates will be granted to students whose conduct is unsatisfactory.
- **Withdrawal from school:** Notice of withdrawal should be given by the parents of the student **90 days prior to a student leaving school. Failure to give a full 90 days of notice (normally one term) will mean that the following term's fee will be liable by the parent. Notice should therefore be given before the first day of the final term.**
- The **full fee for the term** will be charged in the event of withdrawal in the middle of a term (as you will probably have failed to give 90 days' notice).
- 50% of the admission will be charged if the student is re-joining school after one year.
- 100% of admission will be charged if the student is re-joining after two years and above.
- The decision of the Director/Principal will be final and conclusive in all matters related to the discipline and the administration of the school.

We hereby accept the **terms and conditions** hereof and agree to comply with all rules and regulations of the school and abide by its decisions.

Signature of Father

Signature of Mother

Name:

Name:

FOR OFFICE USE ONLY

COPIES ONLY	
BIRTH CERTIFICATE	
SCHOOL LEAVING/ TRANSFER CERTIFICATE	
CHARACTER CERTIFICATE	

REGISTRAR