

GUIDELINES & POLICIES

1. The Registration Fee is Non-Refundable. Registration is not a guarantee for admission. Admission will be subject to availability of seats and also when all the necessary requirements are met with.

2. Parents have to provide complete information pertaining to the child and their family. In case of any health problem-psychological or physical, it is the school's right to know and the parent's duty to inform before hand, at the time of registration itself. Separate sheets may be attached along with the registration form if requested.

3. If the admission is sealed, the first quarter fees at the time of admission has to be paid **w.e.f April** of the given academic session. **Parents may please be informed that even if it is a mid term admission at any point of time in the year, fee will be payable w.e.f April.** There shall be no exemption in this regard, as admission is considered for the particular academic year which begins from April.

4. **School Timings:-** Scottish High is a compulsory Day Boarding School for students from Class I to XII.

- **Initials:** 08.00 am to 1.00 pm
- **Class I to XII:** 08.00 am to 4.00 pm

Please note that timings are subject to change at the sole discretion of the school.

5. **Compulsory Day Boarding from Class I to XII:-** Parents may please note that there shall be no exemption from day boarding for any student under any circumstances. Hence no request or suggestion for alteration of timings or request for early exit from school shall be entertained or approved under any condition.

6. **Food Policy:-** Meals are compulsory at Scottish High and there can be no exemption. Mid-morning snack, lunch and evening drink are served in the school.

7. **Fee Policy:-** Parents are hereby informed that in order to meet the rising expenses every year in terms of salaries, infrastructural needs and overall development of the school, there will be a nominal hike in fee up to 10-15% every year. In case of any government order like Pay Commission recommendations for increase in teacher's pay etc, the school reserves the right to implement the same hike accordingly in school fees as well. Fee Policy for EWS category is defined as per govt. policy from time to time.

8. **Transport Policy:-** Bus service is voluntary and on a first come first served basis. Routes of the school buses are drawn up carefully after due consideration. However, the decision of the school authorities will be final on issue related to routing, timing, pickup point etc. Parents should contact the school Transport In-charge for necessary details. Parents wanting to avail bus facility have to fill up the Transport Requisition form available at the reception. Students are not allowed to change their buses under any circumstances. In case of a change of residential address/ Bus stop/ change in route, kindly intimate the School in writing. Please note that the school may take one month's time for any such change/ implementation. Parents/Guardian are requested to carry the school's authorization Card issued, at the Pick up and drop points everyday for security reasons:

- a). As a rule, the routes will be planned in order to provide maximum convenience, however routes cannot be customized as per requirement.
- b). A refundable security deposit has to be paid per child for availing the school transport facility. The transport security deposit shall be refunded within 60 days of withdrawal from the school or on discontinuation of transportation, after adjusting unpaid dues if any.
- c). Transport fee depends on the distance and the fee slabs have been accordingly worked out.
- d). Transport fee will be charged on a quarterly basis and the first quarter begins with effect from April. Therefore parents applying for transportation even in the middle of any given quarter are required to pay the transport fee from the beginning of the respective quarter.
- e). The transport fee is charged for 11 months but is billed equally in four quarters.
- f). Withdrawal of transport does not guarantee automatic resumption after a break as the same applicant is pushed down to the bottom of the waiting list.
- g). In case of withdrawal from transport, the school office should be notified in writing, one month in advance before the beginning of a new month or quarter and prior to the discontinuation of bus service, failing which transport charges of that quarter will be billed and the amount will be payable by the parent or deducted from the security deposit.

9. Creche/Day Care facility:-

1. Crèche/Day care facility is available for students from Nursery till Grade II. This facility is optional & on payment (reception may be contacted to know about the crèche charges), as per the following slots:-

a. Slot 1: Upto 4:00 pm on all working days (Mon-Fri)

b. Slot 2: Upto 6:00 pm on all working days (Mon-Fri)

c. Slot 3: Summer & Winter Vacations. (At the sole discretion of the school, depending on the number users and demand).

2. Please feel free to contact the school for further details. Crèche has limited seats & the facility can be declined in case seats are full.

3. Crèche fee will be charged on a quarterly basis and the first quarter begins with effect from April.

4. Therefore parents applying for Crèche even in the middle of any given quarter are required to pay the Crèche fee from the beginning of the respective quarter.

5. Discontinuation from Crèche has to be applied one month in advance before the beginning of the next quarter, else one month's fee will be charged as notice period.

10. **School Dues:-** School dues are payable quarterly by the 10th of the first month of the quarter. If the 10th of the month in which the school dues are to be paid happens to be a holiday, then the payment is to be made by the previous working day of the month. The school may, at its discretion send an email or a letter before the due date; but delay in receipt of the same, should not be taken as an excuse for delay in payment of fee. The onus of timely payment of fees lies with the parent. Parents are to contact the fee counter for details of fee. Parents are requested to make all payments by draft/cheque drawn in favor of Rupitech Educational India. Cash transactions are not permitted.

11. **Bank Charges:-** All bank charges pertaining to inward remittance of school fee, if any, shall be debited to the student's account. In the event of cheque / draft return, a sum of Rs.500/- shall be debited to the student's account. This shall be over and above the amount of the cheque along with late fee charges if due, and the payment shall be accepted only by Banker's cheque / Pay Order / Demand Draft.

12. **Late Fee:-** School fee is to be paid before the 10th of the first month of the respective quarter. In the event of late deposit of the fee following surcharge shall be charged:

From 11th to 20th a fine of Rs.100/- (Rupee One Hundred) per day will be charged.

From the 20th to 30th a fine of Rs.200/- (Rupee Two Hundred) per day will be charged.

If the fee is not paid by the 30th of the given month the name of student will be struck off from the School Register and all the dues shall be forfeited from the security deposit and Re-admission may be allowed only on the discretion of the management.

No student whose fee remains paid in full or in part will be allowed to sit for a School examination and until the outstanding fees is received no internal examination result, reports, Transfer Certificates or recommendation to future schools / colleges will be issued to the student or parent.

13. Fee Schedule:-

1st April to 30th June (1st Quarter)

1st July to 30th September (2nd Quarter)

1st October to 31st December (3rd Quarter)

1st January to 31st March (4th Quarter)

14. Withdrawal:-

a). Parents wanting to withdraw their child must give at least three (3) Calendar months notice in writing before the commencement of the new quarter and before discontinuation from school, or the school will forfeit the fees for the equivalent period.

b). Such notice should be given in writing and addressed to the School Principal. No cognizance will be given to verbal intimations or information shared with the Class Teachers or any school authorities in course of a meeting. Therefore parents are requested to avoid stating instances of previous unofficial verbal information or informal notes.

c). In case of withdrawal, fee pertaining to the quarter falling in the notice period shall be payable by the student.

d). In case of siblings if the withdrawal is for only one child then the security deposit amount will be retained & passed on against the other sibling/s still studying at SHIS & will be refunded as per the same policy when the sibling/s passes out.

e). If the school expels a student for behavioral issues the fee will be charged for the quarter in which the withdrawal takes place and the security deposit will be forfeited.

f). In the event of withdrawal without notice the same shall be forfeited from the security deposit of the student.

g). Registration / Admission / Composite fee are Non-Refundable.

h). In case of new admissions taking place before the commencement of the academic session in April, if the parents decide to withdraw the admission once after the admission is sealed, then all amounts except the Registration Fee & Admission Fee will be refunded.

15. Security Deposit:-

a). Every student getting admitted into the school needs to pay a security deposit as laid down in the school fee policy. There shall be no security deposit for sibling/s seeking admission at SHIS. The security deposit amount will be retained & passed on against the other sibling still studying at SHIS & will be refunded as per the same policy when the sibling/s passes out.

b). This deposit is non-interest bearing and is refundable upon the student passing out /leaving the school.

c). Security deposit is forfeited in case of non compliance of notice period for withdrawal and any unpaid dues of the student shall be recovered from his /her security deposit.

d). The Security Deposit shall be refunded after 60 days of withdrawal / passing out of the student after adjusting unpaid dues if any and subject to clearance by various departments like the library, bookstore, uniform store, sports, NCC etc.

e). Legal disputes, if any, shall be settled only in the courts having their jurisdiction in Gurgaon / Delhi.

f). Security deposit, if not claimed within 12 months of withdrawal, will be forfeited.

16. No Donation /Capitation Fee Policy:- Scottish High is a NO DONATION /CAPITATION FEE SCHOOL. It strictly forbids parents or visitors giving any gift in cash or kind or any other favour which may be tantamount to donation, to any teacher or staff member, in the interest of their ward/s' admission or care-taking. Disciplinary and legal action shall be initiated in such cases.

17. Use of derogatory comments whether verbal or written, indirect objectionable insinuations tantamount to sarcasm about any school authority, obscene remarks or gestures, violent body languages are strictly prohibited. Strict disciplinary and legal action will be taken and the child is liable to be suspended / withdrawn from school. Parents are prohibited from creating derogatory web groups and chat rooms. No information regarding the school, its infrastructure, logos, database of students are to be passed on to any person or organization. No parent is permitted to infringe, use or pass on the school website, email, school name, trademark, logo or acronym to any organization or association or any other such entities without formal written explicit permission of the school.

DECLARATION BY THE PARENT

1).It is hereby certified that all information provided to the school regarding age, health, class, etc pertaining to our ward

(Name of the child)_____

is correct. At any point of time, if this information is found to be false, forged, incorrect or misinterpreted, then we are responsible for the same and we understand that immediately the admission will be held null and void.

2). We have read, understood and agree whole heartedly to abide by the guidelines and policies stated in this booklet. We understand that violation of any rule is liable for action/penalty mentioned therein or such other penalty as may be decided by the school from time to time.

3). Registration is not a guarantee for admission. Admission will be subject to availability of seats and also when all the necessary requirements are met with.

4). Siblings of SHIS will be given preference in seat allocation.

Date:

Signature of the Mother

Signature of the Father

Signature of the Guardian
(With Consent letter authorized by parent of the child)