



PRAGYANAM

GURUGRAM

ADMISSION CONTRACT

INTRODUCTION

READ THE FOLLOWING ADMISSION CONTRACT (“CONTRACT”) CAREFULLY! IT CONTAINS VERY IMPORTANT INFORMATION ABOUT RIGHTS AND OBLIGATIONS OF THE PARENTS/ GUARDIANS, AS WELL AS LIMITATIONS AND EXCLUSIONS THAT MAY APPLY TO THEM. THIS CONTRACT CONTAINS A DISPUTE RESOLUTION CLAUSE. PLEASE ACCEPT IT BY PUTTING A TICK MARK IN THE BOX MARKED “CLICK HERE & VIEW ADMISSION CONTRACT” ONLY AFTER COMPLETELY UNDERSTANDING IT AND CLARIFYING ANY QUESTIONS AND DOUBTS THAT YOU MAY HAVE ABOUT THIS CONTRACT WITH THE SCHOOL

Subject to the Parent providing their consent to this Contract by accepting it via the online link provided by the School and receipt of (i) fully filled Registration Form, (ii) all the licable fees and charges by School from the Parent, (iii) all the documents required by the School to be submitted, and, (iv) on confirmation of enrolment of the Ward to the School by the School (by sending a ‘welcome email’ to Parents), this Contract shall become effective and constitutes a binding contract between the Ward, Parents/ Guardians and the School.

DEFINITIONS

For the purpose of this Contract, unless the context provides otherwise, the following expressions shall mean as under:

“Academic Year” or “Session”	shall mean the current academic year mentioned in the Registration Form;
“Admission Fee”	shall mean required one-time, non-refundable Admission Fee, payable by the Parents to the School, at the time of admission
“CBSE”	means Central Board of Secondary Education;
“Class” or “Grade”	shall mean the class/ grade mentioned in the Registration Form and shall be the grade in which the Ward is sought to be admitted at the School;
“Contract”	shall mean this Admission Contract/ document constituting legally binding contract between the Ward, Parents/ Guardians and the School;

“Force Majeure Event”	shall mean any event or circumstance or a combination of events and circumstances which are beyond the control of any person and/or human control including, inter alia, war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, revolution, riot, epidemic, pandemic, insurrection or other civil commotion, act of terrorism or sabotage, strikes of labour unions, unavailability of resources due to market conditions, change in law, acts of God, natural calamities, etc.;
“Monthly Fee”	shall mean the required amount of Tuition Fees payable monthly by the Parents to the School, if the Parents have opted for paying the Tuition Fee per month;
“Parent” or “Parents”	shall mean both parent/ parents/ legal guardian(s) of the Ward mentioned in the Registration Form;
“PEP”	means Pragyanam Enrichment Program which is an optional daycare program that Parents can opt for and it entails Ward staying back after the School for the as per program timings;
“Pragyanam” or School”	means Pragyanam School situated at School Unit No EHPS-PS-02, Emerald Hills, Sector 65 Gurugram, Haryana India 122008;
“PTC”	stands for ‘Parent Teacher Communication’ and encompasses all form of communication between the Teachers and Parents.
“Quarterly Fee”	shall mean the required amount of Tuition Fees payable quarterly by the Parents to the School, if the Parents have opted for paying the Tuition Fee per quarter;
“Registration Fee”	means required non-refundable registration fee, payable by the Parents to the School at the time of submission of Registration Form to the School;
“Registration Form”	shall mean the initial online enquiry form that is filed by the interested Parent(s) for expressing their interest in admission of their ward at the school. It is hereby clarified that the Registration Form is an integral part of this Contract;

“School’s App”	shall mean the designated mobile phone application by the school which is used by the Parents and School to communicate with each other. This application can also be used to view School’s policies & guidelines and communications by the Parents;
“Security Deposit”	means required amount payable by the Parents to the School, at the time of the admission of the Ward at the School. Security Deposit is refundable to Parents on the compliance of the terms and conditions laid under this Contract.
“Student” or “Ward”	shall mean the child being enrolled by his/ her/ their Parents at the School and whose name is mentioned in the Registration Form;

CONTINGENT ADMISSION

- The admission of Ward is at the discretion of the school’s administration.
- Further, the admission of the Ward is also contingent on the Ward’s maintenance of satisfactory academic performance and Ward’s and Parents fulfilment of the rules and regulations of the school.
- The Ward is admitted to the Grade for the Academic Year on the terms and conditions contained under this Contract. This Contract shall remain in force for the duration education is provided by the School to the Ward, however, some provisions, depending on the context, shall continue to be applicable even afterwards.

SCHOOL'S RESPONSIBILITIES

- Sharing and implementing the school’s rules & policies.
- Facilitating the wholesome development of the students.
- Providing the right environment and state-of-the-art infrastructure.
- Promoting and reinforcing awareness about healthy lifestyle habits, including choice of food and practice of exercise.

FEE STRUCTURE AND PAYMENT SCHEDULE

For the School to run smoothly and be able to discharge its responsibilities, it is essential that the Parents pay the applicable fee timely as per following Payment Schedule and Parents must understand that a delay of Parents to do so may possibly hinder the School's arrangement and abilities to provide the best possible educational service, thus with an objective to discourage such tendencies, an insignificant sum is imposed as penalty for delays in meeting the below mentioned Payment Schedule:

Collection from existing student in an ongoing Session:

- All fee invoices will be raised and shared with parents on 1st day of the month immediate to the beginning of the quarter for which fee is related e.g., Qtr. Apr-Jun, Jul-Sep, Oct-Dec & Jan-Mar invoice will be raised and shared on 1st March 1st June, 1st Sep & 1st Dec respectively.

Example:

- If Parents have opted for Quarterly Fee: Invoice for quarter April to June will be raised on 1st March.
- If Parents have opted for Monthly Fee: Invoice for the month of April will be raised on 1st March.
- Monthly Fee or Quarterly Fee invoice will be raised as per preference of the Parents and according to the existing day length timings of the Grade. If the Parents have opted for optional services (Food & Transport) their invoice will include charges for these services also.
- All fee collection will be strictly online, no cheque or cash is accepted.
- Once opted, optional services will be required to be opted for at least a quarter, and they cannot be stopped before a quarter. If the Parents opt for Food or Transport or both in mid of the quarter, they will also be charged full quarter fee for that quarter. As an example, some parents want to opt for food on October 19th, they will have to pay for entire Oct/Nov/Dec quarter fee.
- If Parents wish to stop opting for Food/ Transport, then they need to raise request on 'Pragyanam Support' by emailing at 'support@pragyanam.school'. Pragyanam Support team will then remove Food/ Transport Invoice from the next applicable quarter.
- Fee paid towards Food, Transport, PEP shall not be adjustable against any other component of fee. Further it shall not be refundable/ adjustable in any circumstances. Furthermore even if the Student or Parents opt out of Food/ Transport in mid of quarter then amount already paid shall not be adjusted towards any fee outstanding towards current quarter or subsequent quarter.
- All optional component fee to be paid quarterly only, there is no option to pay monthly.

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- All fee invoices have to be paid by end of the month in which invoice has been raised if invoice is not paid by end of the month then delay penalty of Rs.100 per day will be charged from 1st day till payment is made.

Example

- Invoice Date: 1st September 2024
 - Invoice Amount: Rs.50,000/-
 - Due date of payment: 30th September 2024
 - Actual Date of Payment: 5th October 2024
 - Then total delay payment penalty payable by parents will be Rs.500/- (No. of delay days 5* Rs.100/- per day penalty) along with due invoice amount.
- If fee payment is not received in case of quarterly/ monthly paying Student by the 10th of the respective quarter's beginning month or 10th of the respective month, as the case may be, then attrition will be marked for such student on 11th day of the that month.

Example

For July quarter fee, invoices will be sent on June 1st, parents will have to pay by 30th June (no penalty till 30th June) and from 1st July to 10th July – there will be a penalty of Rs 100 per day and on 11th morning, the concerned student will be marked as attrition and will not be allowed to enter the School.If a student re-joins after marking attrition due to non-payment of fee then at the time of re-joining delay penalty will be chargeable up to the date of payment along with re-joining fee of Rs.1,000/-.

Example:

- Date of Invoice Raised: 1st September 2024
- Amount of Invoice: Rs.50,000/-
- Due date of payment: 30th September 2024
- *Payment not made by 30th September 2024 and attrition marked on 11th October 2024
- ** Students re-join on 15th October 2024 the total amount payable shall be:
- Delay penalty: Rs.1,500/- (No delayed days 15* Rs.100/- day penalty)
- Re-Joining Fee: Rs.1,000/-
- Hence total amount payable here at the time of Re-Joining will be Rs.52,500/- (Fee: Rs.50,000/- + Delay Penalty: Rs.1,500/- + Re-Joining Fee: Rs.1,000/-)

(Delay penalty/ Re-Joining fee once charged will not be waived off until is approved by Head of School, in writing.)

- No exception on fee delay for any kind will be provided. No one including management has the authority to overrule this on case-to-case basis.
- Delay pickup charges post 1:00 PM/ 3:30 PM/ 6:30 PM, as applicable, will be Rs 200 for after first 15 minutes and thereafter Rs.200 for every half an hour.

Collection from new admission of ongoing Session:

- Non-refundable Registration fee need to be paid at the time of registration. Parents will have to pay Admission Fee, Security Deposit and Quarterly Fee/Monthly Fee within 15 days of registration or at least a day before joining (of the Ward in the School) whichever is earlier. No joining will be done without receiving Monthly Fee/Quarterly Fee.
- Food and Transport invoice will be raised along with Quarterly Fee/ Monthly Fee invoice. Food and transport charges are to be paid on a quarterly basis. However, for new admissions, these charges will apply from the month of admission. For instance, if a student enrolls on 15th August, the charges for food and transport will be payable for the months of August and September, not for the entire July-September quarter. Following this, the charges will be due for the full subsequent quarters.

Collection from new admission of next Session:

- Registration fee and Security Deposit needs to be paid by Parents at the time of registration. Security Deposit is refundable as per the terms and conditions laid under this Contract.
- All periodic fee (Tuition fee, Transport Fee & Food Charges, PEP charges) will be raised and shared with Parents on 1st day of March for admissions that has taken place till 28/29th February, for next Session.
- Invoice raised on 1st March is required to be paid by 31st March. If not paid by 31st March then delay penalty of Rs.100/- per day will be charged up to 10th April and on 11th April attrition will be marked and Registration Fee, Admission Fee, and Security Deposit (subject to the terms of the Contract) will stand forfeited and it will not be refundable/ adjustable in any circumstances.
- Admission happened on or after 1st March up till 31st March for next Session: Tuition fee (in the form of Monthly Fee/ Quarterly Fee), Transport Fee and Food charges invoices will be raised once Parents have completed the admission formalities. It will be required to be paid by 31st March, If not paid by 31st March then delay penalty of Rs.100/- per day will be charged up to 10th April and on 11th April attrition will be marked and amount paid for the admission until then including but not limited to Registration Fee, Admission Fee and Security Deposit, will stand forfeited and it will not be refundable/ adjustable in any circumstances.

General Rules:

- If any component of fee is not paid within due date or extended period (when only delay penalty is imposed) then attrition will be marked for such student immediately after expiry of such due date or extended period of payment.
- Parents hereby agree that they are obligated for timely payment of fees as per fees Payment Schedule provided. Parents further agree and acknowledge that the Ward will not be allowed to attend the classes if fees are not paid on time or his/ her account falls into arrears.
- There will be no fee reduction due to any short term or long term absenteeism of the Ward.

- Parents also confirm that they have read and understood the fees structure and Payment Schedule provided herein and hereby accord their acceptance to the same.

PARENTS' RESPONSIBILITIES

Parents should carry out their responsibilities in instilling in their Ward respect and strict obedience for all School's rules and regulations including but not limited to the following:

- Student should always wear their school ID card.
- Parents are required to go through the School's App content regularly to ensure being updated about the school's information and expansions/ homework.
- PTCs should be regularly attended to discuss the performance and progress of the student.
- Parents must check that the student carries books/notebooks according to timetable.
- Student should do their expansions by themselves unless they require some guidance.
- In case expansion has not been completed by the due date then it should be communicated clearly to the class teacher with reason that why the work was not done.
- Parents should encourage their Ward to read good books or play games, instead of viewing TV or playing on mobile phone.
- Parents are requested not to accompany their Ward to the classrooms at arrival time. At dispersal time they should collect their Ward as per instructions, unless they have opted for the school provided Transport service.
- Parents are not permitted to meet teachers during School hours. In special cases, Parents may be allowed to meet the teacher with prior appointment as per teacher's availability via email to: support@pragyanam.school
- Parents should ensure that their Ward does not bring any objectionable books, magazine, picture or any other material that may violate the disciplinary norms of the school.
- Students of Grade Nursery to Grade 5 can be in casual clothes on their birthdays. Students from class 6 onwards should be in School uniform even on their birthday.
- Parents are requested to refrain from sending lunch boxes/ notebook of their Ward during School hours.
- Parents are requested to send their Ward in neat and clean uniform. Students should not wear faded, over-size or small-size uniform and follow the school's guidelines about the uniform etiquette.
- Parents must inform the school if there is any change in address/ Telephone numbers by sending an email to: support@pragyanam.school
- Parents shall not give a mobile phone to the Ward at School. If Student is found carrying a mobile phone, it will be confiscated, and a heavy fine will be imposed.

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- The usage of internet by the Ward should be monitored, so that he/she does not misuse the internet access.
- Parents are to encourage their Ward to take a balanced interest in studies, co-curricular activities and sports.
- Criticism of a teacher at the School in presence of a student must be scrupulously avoided as it causes students to lose respect for their teacher with the consequent failure to learn from her, thus retarding the student's progress.
- Encourage healthy breakfast and give home cooked food in your Ward's tiffin in case you have not opted for School' food services and regulate their sleeping hours to at least 8 hours a day.
- Parents are required to report the leaves taken by their Ward via the School's App. And also advised to avoid taking long and frequent leaves to avoid the hinderance in learning of the student.
- The CCTV streaming is provided to give the Parents access to view their Ward's Day in School. In case of any concern after viewing the CCTV, an email can be dropped to support@pragyanam.school .
- Parents are required to fill the consent forms on time for excursions and all other requirements to ensure smooth functions and advance preparation from School's end.
- Attending meetings, conferences and reviews related to their Ward's progress and performance. Failure to do so may jeopardise their Ward's progress and learning experience.
- Parents' level of participation, involvement and responsibility in their Ward's learning will affect his or her chances for re-enrolment the following Academic Year.
- Sharing with the School all information related to the Ward's medical condition and history.
- Ensuring that meals and snacks provided to their Ward adhere to the school's policies and guidelines in this regard.
- Upholding the School's decision to confiscate food and drink items which do not fit the expectations set by the school.

SCHOOL'S RULES & POLICIES

While some of the school's rules and policies are briefly outlined herein, it is the responsibility of both the Parents and the Student to stay informed of the comprehensive School policies and rules, which are made available on the School's App, website, in the Student Almanac, or communicated through other channels by the school. Adherence to these policies is mandatory at all times. The School reserves the right to review and update its rules and policies periodically. While the School will make reasonable efforts to notify parents of any significant changes, it is the responsibility of the Parents to regularly review and stay informed of any revisions or updates by visiting the School's App and website.

STUDENT ATTENDANCE AND ABSENCE POLICY

Weekly Off and Holidays

- School is operational for 5 days (Monday -Friday) in a week for students, apart from scheduled events on Saturdays, as per the school calendar.
- During the end of term (summative) examinations, students are provided with preparatory leaves in between successive exams, as per the schedule shared in the beginning of the year.
- The academic calendar for students includes a summer break, a winter break as well as holidays on account of common festivals in the country.

Parents' responsibilities to ensure regular attendance & punctuality of the Ward

- Parents are responsible for getting their Ward to and from School.
- Ward must arrive at School between 8.15 am and 8.30 am.
- Ward must attend School on every day when instruction is offered unless the School receives a valid reason for being absent (e.g. Illness);
- Parents must provide the school with an appropriate explanation for the Ward's non-attendance. Usually this comprises of a notification via the School's App/ letter from a Parent or a medical certificate after three days.
- When Student is late for School, it is appropriate that the Parents explains the reason for lateness.
- Parents must let the school know if an extended absence is likely or if the School needs to arrange work at home for Ward;
- Permission must be sought from the Wing In charge if Ward is going on extended leave.

Communication of Absence

Parents are expected to notify the school immediately on the first day if their child is absent from School with the reason, why. If School does not hear from Parents either via a call or mail or School's App notification, the Class Teacher will contact Parents by phone. Parents are advised to respond immediately.

Leaves during School Days

Parents/ should make dental/ doctor appointments for after School hours or during the School holidays. If it is within School hours that cannot be avoided the Class Teacher will require proof of appointment. If unauthorised absences accrue, you may be referred to the Coordinator/Head of School.

CCTV POLICY

Use of CCTV

The CCTV system will operate 24 hours each day, every day of the year, recording all activity in the areas covered. Cameras will be used to monitor activities within the school to identify adverse activity actually occurring, anticipated or perceived, and for the purpose of securing the safety and well-being of the school's students and staff, together with its visitors. At no time will a camera be directed to follow or track an individual. The Parents hereby acknowledge and consent to the use of CCTV surveillance within the school premises.

Recording of CCTV images

Recordings may be made from any of the CCTV cameras. These recordings include date, time and system information overlay. Recording equipment and media will be housed in a place to which only administration and security staff have access. Recordings will be kept for 20 days, unless required as part of an ongoing investigation, in which case recordings will be retained for as long as required for that investigation. At the end of 20 days the media will be recycled, and the recordings will be erased by overwriting them with new recordings. Access to this storage is restricted to the Head of school or her nominated representative.

Training

The recordings made by the CCTV can be used for training purposes.

Viewing of CCTV images

Display equipment used to view the images from CCTV cameras will be located and positioned in such a way as only those responsible for security may ordinarily see the screen. Recorded images may be viewed only after permission has been granted by the Head of School. Recorded images may be used in material to aid the identification of individuals for crime prevention or safety purposes. The only person authorised to make copies (electronic or paper) of images is the Head of School.

Applications received from outside bodies (e.g. solicitors) to view or release footage will be referred to the HoS. In these circumstances footage will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order. A fee may be charged in such circumstances. Requests may come from other external individuals and consideration would need to be given to how genuine or necessary the request is and whether there is any risk to the safety of others. Any images containing pupils at the school are subject to applicable legal framework and unless directed otherwise by the appropriate authority or law, parental permission will be obtained prior to any images being released to third parties.

Grievance Redressal

Parents may email their concerns or grievances about the CCTV Policy or CCTV use to support@pragyanam.school.

PARENTS COMMUNICATION INFORMATION AND UPDATE PROTOCOL

Parents' communication details, including mobile numbers, office and residential landline numbers, email addresses, and their preferred modes of contact for both regular and emergency communication, are recorded in the Registration Form based on the information provided by them. Parents must promptly update the school regarding any changes in this information. The school's default contact email is: support@pragyanam.school.

FEE REVISIONS & ESCALATIONS

The school typically revises its fees annually in accordance with the applicable legal framework, and parents are duly informed. However, the School reserves the right to adjust the fee amount, modify the fee structure, payment schedule, and other related details at any time, without prior notice. By agreeing to this policy, the Parents accept these terms and waive the right to raise any objections regarding such revisions.

ILLNESS POLICY

- Parents are advised that if the Ward is suffering from any of the symptoms or shows any signs of being unwell (however minute), the Ward should not be sent to the school or in the event the symptoms (such as those stated below) arise while the Ward is already at the School, the Ward may be sent home:
 - Fever – mild or high.
 - Vomiting, diarrhea or severe nausea.
 - Rashes or patches of broken, itchy skin.
 - Any communicable diseases/illness.
 - Any unexplained illness which causes the Ward discomfort of a level that the Ward is unable to participate in day care activities.
- If Ward who is too ill to remain at the School, he/she shall be placed in separate care at the School and the Parents will be notified of the Ward's illness and will be required to pick up the Ward as soon as possible but not more than within 45 (forty-five) minutes.
- For the safety of the Ward, it is imperative that Parents notify the 'support@pragyanam.school' of any medical condition, any regular medication being administered to the Ward, any allergies, any infections, any tendencies, any reasonable detail which will enable the School to take care

of the Ward, etc. Should there be a medical emergency it is crucial to report whether or not the Ward is on medication.

NAIL AND LICE POLICY

School reserves the right to send the students with grown nails or lice in hair, back home. Parents will appreciate the measure is to be taken to protect students from inadvertently hurting one another.

WARD BEHAVIOUR AND DISCIPLINE

School strives to offer its students a free and safe environment in which they can achieve their full academic and personal potential. In order for School to achieve this objective, the responsibilities of Parents and Ward include:

- Abiding by the School's rules and policies & maintaining the decorum and discipline at the School.
- Parents are expected to make the Ward understand that students are expected to behave themselves during School's timings, during extra-curricular activities, on School's buses, during School's trips, Ward's participation in social-media forums and be mindful that even outside the School his/ her behaviour reflects upon the School and behave accordingly in a dignified manner.
- Parents are required to ensure that the Ward understands the School's expectations and possible consequences that may arise due to not adhering to the School's rules and policies. The School has a zero-tolerance policy for bullying in all its forms. Bullying is the intentional and deliberate intimidation of another person through emotional, physical, psychological and/or cyber means. Instances of proven and intentional bullying may result in immediate suspension of the aggressor from the School.
- Parents themselves and must also ensure that the Ward using any social media forum must, at all times, demonstrate respect for the members of the school community (including all students, teachers, staff and other members of the School's community).
- Parents themselves and must also ensure that the Ward must not breach confidentiality, defame or make threats to any person in the school community.
- Instances of proven and intentional breach of the above will result in disciplinary measures that may include suspension of the Ward from the School. School will also not tolerate any form of defamation or intentional harm practiced through social media forums.

Student shall:

- know and understand the School and grade rules;
- take responsibility for asking for assistance when needed;

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- participate positively in lessons and other opportunities to learn about responsible behaviour;
- follow reasonable teacher instructions/requests;
- acknowledge responsible behaviours;
- accept responsibility for their own behaviour.

Parents have a responsibility to:

- Inform teachers of any events that occur in the student's life that may impact on their ability to choose responsible behaviours;
- Read and keep themselves updated about the School's Behaviour Policy and support in enforcing the School's Behaviour Policy

The model does not operate in a lock step manner. Professional judgment and consultation will determine the appropriate level of response. This model does however indicate a normal level of progression. Where there is extreme inappropriate behaviour at any time, there is the possibility of Exclusion of a student. These particular consequences are decided by and managed by the Head of School

HEALTH & SAFETY

It is the responsibility of the School and the Parents to secure a safe and healthy environment for the Ward. In this regard, the school shall issue and implement various health and safety guidelines that Parents are expected to abide by and ensure Ward does so as well.

TRANSPORT

Parents, if availing the transport facilities to and for the school, for the Ward, consent to the Ward travelling by buses/ motor vehicle driven by a vendor engaged by the School.

In some cases parents of the students make their own arrangement regarding the drop and pick-up of the student to and fro the School. In such cases School will not be liable towards such students and parents to keep a track of coming and leaving the School and in if there are uninformed or last minute delays in picking up of the student from School and parents of such a student shall ensure that the student is dropped and picked up from the School according to the timings of the School and in emergencies, if there is a delay in picking up the student, the same shall be conveyed to the concerned School authorities at least 45 (forty five) minutes in advance. Further the Parents are expected to observe the following rules:

- Parents must abide by the designated entry and exit routes set by the school.

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- School personnel and staff helping in the organisation of students' arrival and dispersal times represent the school and their instructions must be obeyed.
- All safety rules set by the school and enforced by personnel must be adhered to by Ward and Parents. For more details on the Transport Policy, please refer to the relevant content on School's website
- Failure to comply with all transportation rules set by the school will result in disciplinary action and will affect the Ward's chances of continuing at the school for the following academic year.

GENERAL TERMS AND CONDITIONS

- Parents hereby accord their consent to the school to use photographic & video images of the Ward to be used internally or externally for School communication, School advertisement, photo albums, brochures, press releases, websites or any other offline or online activity that School uses it for. It is hereby clarified that no permission shall be taken from the Parents before using such photographs and video images and the Parents hereby agrees not to raise any objection in this regard.
- Parents understand and acknowledge that it is the policy of School that, in order to reduce risk of spreading any disease, a student (including the Ward) with any disease that can be contagious may not be allowed in the school. School has the authority to take decision on such matters.
- Parents hereby authorize, appoint and empower the school and its staff to act as their agent to furnish on their behalf any oral or written authorization as may be required before taking any medical or surgical services. Parents hereby release the school for any liability which might arise from giving such authorization; it being their desire that the Ward be furnished with such medical or surgical services as soon as reasonably possible after the need arises.
- Parents acknowledge and understand that School takes utmost care for well-being of the Ward by having suitable infrastructure, attempting to provide best possible environment for the growth and development of the Ward and educating other students and staff but that may still result in some injuries during class, playtime or otherwise. In this regard, Parents do release, absolve and hold harmless School, its teachers, officers, employees, directors, representatives, assignees, etc. against any injury suffered by the Ward during his/her stay at the School. Parents hereby waive their rights to claim damages (contractual or tortious) from School, its teachers, officers, employees, directors, representatives, assignees, etc. for any injuries or harm to the Ward.
- Parents on behalf of themselves and on behalf of Ward hereby accord their consent and authorize the School to by itself or through a third party, the collection, use, processing, storage and dissemination of the personal information and data (including but not limited to financial and sensitive personal information), as deemed necessary by School for the legitimate purposes

such as communicating with Parents, for organizing educational programs & activities, for provision of educational services, etc.

- Parents hereby consent to receive any informational or promotional e-mails, sms (short message services), multi-media messages on other applications, calls, etc. from the school
- Parents hereby agree that any information which they wish to keep confidential, or think is of confidential or sensitive in nature (such as medical history of Parents or Ward, etc.), they shall convey the same to the school by expressly stating that the same is of confidential nature and making an express request that its secrecy and confidentiality shall be maintained. Parents agree to keep themselves updated about all the applicable rules, policies, information, holidays, events, etc. by regularly visiting School's App.
- The school, as any other learning centre/ institution, is likely to undergo a number of changes during the period/ term of this Contract. For example, there may be changes in the teachers, staff, and in the premises, facilities and their use, in the curriculum and the size and composition of classes, and in the school's rules, policies and procedures, etc. In addition, there could be corporate reorganisation exercise, merger, change/ transfer of ownership, etc. in relation to the school entity. For these reasons, the benefit and burden of this Contract may be freely assigned to a third party at the discretion of the School and the Parents on their own behalf and on behalf of Ward hereby accord their consent to any such changes and agree that this Contract shall continue to be binding on them irrespective of any such changes taking place.
- It is not practicable to consult with the Parents over every change that may take place. Whenever practicable, the school will use reasonable endeavours to ensure that the Parents are informed.
- Parents agree that the school shall not be expected or liable to discharge its obligations under this Contract during a Force Majeure Event.

WITHDRAWAL OF STUDENT

To initiate the withdrawal process, Parents are required to fill out the withdrawal form available at the following link:

[Exit Form](#)

<https://fee.pragyanam.school/forms.aspx?form=withdrawal+form>

School values Parents' feedback and would appreciate hearing about their experiences that contributed to this decision. Parents' insights will aid the school in continually improving its educational environment.

Procedure

- **Advance Written Notice Requirement**
 - An advance written notice of 90 days is required for any withdrawal (whether the withdrawal is from the current Academic Year or upcoming Academic Year). This allows the school to manage its resources effectively and avoid financial uncertainties.
 - Failure to provide the required notice will result in a liability to pay a 'Notice Period Fee' equal to three months' Tuition Fee, charged proportionately for insufficient notice. For example, if no advance notice is provided, a 'Notice Period Fee equivalent to 3 months' Tuition Fee will be payable. If only 30 days' notice is provided, then 2 months' Tuition Fee will be payable.

- **Exit Meeting with the Designated Team Member**

- **Library Clearance**

- **Transfer Certificate Collection**

The School Leaving Certificate (Transfer Certificate) will be issued only after clearance of dues. School reserves the right to deduct dues from the security deposit and any amount over and above the security deposit must be paid. You will receive an email from Pragyanam Support Team to collect the School Leaving Certificate. Visit the School front office after the last date of your child's attendance. Ensure that you have notified the school in advance by calling the landline number: 01244372676.

COMPLAINTS REDRESSAL MECHANISM

- School has set up a mechanism to receive, address, process and decide complaints to ensure parents and students the right to fair and impartial decisions affecting their educational experience at the school. Any parents or students being affected by any issue have the option of filing a complaint in writing to the school administration.
- School will ensure that the issue is addressed and may even resort to mediation and conciliation among the concerned parties to resolve the issue.
- School acknowledges that the Parents and Ward always have option to opt for any available statutory or legal remedies, however, School encourages the Parents and Ward to first avail these complaints redressal mechanism established for their benefits to resolve any issue or concerns before approaching outside authorities.

LIMITATION OF LIABILITY

Except as set forth in this Contract, School shall not be deemed to have made any representation or warranty whatsoever, whether implied or otherwise. Parents understand and acknowledge that School shall not be liable or responsible where the school have taken measures prescribed by any applicable law and shown reasonable care in the concerned matter. School hereby expressly disclaims any and all responsibility and liability in such matters. In no event, School shall be held responsible or liable to Parents, Ward or any other person for any general, direct, indirect, special, incidental, consequential or other damages of any character arising on account of educational services and other services being provided by the school, including but not limited to personal injury, including death.

SEVERABILITY

All provisions of this Contract shall be severable, and no such provisions shall be affected by the invalidity of any other such provision to the extent that such invalidity does not so render such other provision invalid. In the event of the invalidity of any provision of this Contract, it shall be interpreted and enforced as if all the provisions thereby rendered invalid were not contained herein.

GOVERNING LAW & JURISDICTION

This Contract shall be governed in all respects by the applicable laws of India and subject to the Arbitration clause, the Courts at New Delhi shall have exclusive jurisdiction in respect of disputes and differences arising out of, in relation to or in connection with this Contract.

ARBITRATION

The sole and exclusive remedy for all disputes related to this Contract shall be binding arbitration. The arbitration shall be governed by the Arbitration and Conciliation Act, 1996 as notified, amended, modified, replaced or supplemented from time to time. The place of arbitration shall be New Delhi and the language English.

CONSENT/ UNDERTAKING/ DECLARATION

ADMISSION CONTRACT

I/We parent/ guardian hereby certify that I/we have read all the terms and conditions of the Admission Contract and agree to abide by them. I/we agree to support the school in all aspects of our Ward's education and any disciplinary measures, if any, taken by the School as per its policies and rules, as may be deemed appropriate and hereby agree to implement any recommendations, suggestions, advise that may be provided in relation to the development of our Ward.

I/ We understand that this Contract is valid as long as our Ward is studying in this School and that it may not be practical for the school to inform and take our consent to every change in the content of the Contract and therefore such changes shall be deemed to have accepted by me/ us. I/ We also hereby acknowledge that only major terms of the school's policies and rules have been reflected in this Contract and the entire rules and regulations are available at the School's App or website and I/ we agree to carefully read the same and adhere and ensure the adherence of my/ our Ward to the same. I/We also agree to read and respond promptly to all communications made by School, irrespective of the mode of communication.