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 beforehand, at the time of registration itself.

3. If the admission is sealed, the first quarter fees has to be paid w.e.f April of the given academic session.

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. Grade IX to XII have an option to leave at 2pm.

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 and 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/other statutory hikes/government directives, for increase in teacher's pay, implementation of RTE/EWS etc, the school reserves the right to implement the same additional hike accordingly in fee. Any such adjustments in fee will be effected after the commencement of the first quarter of the academic session year on year.

8. **Transport Policy: - Students can avail of the School transport subject to availability. Bus service is optional and on a first come first served basis. The school gives no guarantee for a bus seat. Routes of the school buses are drawn up carefully after due consideration. However, the decision of the school authorities will be final of issues related to routing, pick up point etc. Students are not allowed to change their bus routes under any circumstances. In case of a change of residential address/Bus stop/change in route; kindly intimate the School Admission Office in writing. Please note that changes to this effect will be carried out subject to availability of seats and also if the address change falls within the pre-existing routes. Bus charges are payable as per the distance.**

Parents are requested to carry the authorization I-Card issued by the school daily, while picking up their ward/s from school. In case the student is availing the school transport facility, then for security reasons, authorization card is to be produced by whosoever is present at the Drop Point for the child's pick up.

Cost of any damage to cushions, covers, curtains or any other fittings, fixtures, etc. in the bus shall be recovered from the parents of the student(s) concerned.

a). Indiscipline of the students of any kind will not be tolerated and shall result in termination of the bus service immediately.

b). It is expected that children arrive at the stop at least 10 minutes before scheduled time to avoid delays. Under no circumstances, the bus will wait for a late child.

c). Due to traffic congestions, machinery snag etc, it is expected that on such occasions the bus may arrive late at a scheduled stop.

d). It is expected and accepted that due to maintenance routines and weather, air conditioning of the bus may be altered accordingly.

e). Students living off a main route are expected to get, or be brought, to a convenient pickup point on the main route.

f). As a rule, the routes will be planned in order to provide maximum convenience, however routes cannot be always customized as per requirement.

g). 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.

h). Transport fee depends on the distance and fee slabs have been accordingly worked out.

i). Transport fee will be charged on a quarterly basis and the first quarter begins with effect from April.

j). The transport fee is charged for 11 months but is billed equally in four quarters.

k). Transport fee is subject to an annual hike of about 10-15% every year in order to meet the expenses on account of fuel price hike, increased costs of contract, maintenance and market trends etc.

l.). **Withdrawal of transport does not guarantee automatic resumption after a break as the name is pushed down to the bottom of the waiting list.**

m). In case of withdrawal from transport, the school office should be notified in writing, ONE month in advance before the beginning of a new quarter and prior to the discontinuation of bus service, failing which transport charges of that month will be billed and the amount will be payable by the parent/ deducted from the security deposit.

9**. Extended School Hours [ESH] Facility: -**

a)**.** The school provides ESH facility for the students up to Grade II. It is an optional service and parents wanting to avail the service can do so, on an additional payment. (School Reception may be contacted to know about the charges).

b). Children in the ESH facility have an option to stay back till 4pm or 6pm from Monday to Friday.

c). ESH fee will be charged on a quarterly basis and the first quarter begins with effect from April.

d). Discontinuation from ESH Facility has to be applied ONE month in advance before the beginning of the next new 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 own discretion, send an email or a letter before the due date. But in case of no intimation of the same, this 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. Parents are requested to make all payments by draft/cheque drawn in favour of Ruptech Educational India. Online payment options are also available via the parent portal. Cash transactions are not permitted.

11. **Bank Charges:-** All bank charges pertaining to inward remittance of school fee, if any, shall be debited to 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:-** The student fee is to be paid till the 10th of the given month of the given quarter. In the event of late deposit of fee following surcharge shall be charged:

- From 11th to 20th a fine of Rs.100/- (Rupees Hundred) per day will be charged.
- From the 20th to 30th a fine of Rs.200/- (Rupees 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 unpaid in full or in part will be allowed to sit for a school examination until the outstanding fee is received NO internal examination results, reports, Transfer Certificates or recommendations to future schools 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:-**

- Parents wanting to withdraw their child, must give at least three (3) Calendar months' notice in writing signed by both Father & Mother, before the commencement of the new quarter and before discontinuation from school, or the school will forfeit the fees for the equivalent period.
- Students intending to leave the school from the next academic session needs to give three (3) Calendar months' notice in writing signed by both Father & Mother else the school will forfeit the fees for the equivalent period.
- Such notice should be given in writing and addressed to the Principal. No cognizance will be given to verbal intimations or information shared with the Class Teachers or any senior authorities in course of a meeting etc. Therefore parents are requested to avoid stating instances of previous unofficial verbal information.
- In case of withdrawal, fee pertaining to the full quarter falling in the notice period shall be payable by the student.

- 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 leaves the school.
- If the school expels a student for behavioral issues the fee will be charged for the quarter in which the withdrawal takes place.
- In the event of withdrawal without notice the same shall be forfeited from the security deposit of the student.
- Registration fee and fee paid at the time of admission are Non- Refundable.
- 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 leaves the school.

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 of form being duly completed by the parent from various departments like the library, bookstore, uniform store, sports, NCC etc.

e). Security Deposit, if not claimed within 12 months of withdrawal, will be forfeited.

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

16. **No Donation /Capitation Fee Policy:-** Scottish High does not believe in donation based admissions. 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 insinuation tantamount to sarcasm about any school authority, obscene remarks or gestures, violent body language, creation of derogatory web groups etc are strictly prohibited. Strict disciplinary and legal action will be taken and the child is liable to be suspended from school. Parents are prohibited from creating derogatory/defamatory web groups and chat rooms on various social media platforms. 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, pass on or use the school name, trademark, logo or acronym for any organization, association, website, email or such other entities or communication without the formal written permission of the school.

DECLARATION BY THE PARENT(S) / LEGAL GUARDIAN(S)

- We hereby certify that all information furnished and all documents submitted to the School regarding our ward, _____ **(Name of the Child)**, including but not limited to details relating to age, health, academic records, family information, and any other particulars, are true, complete, and accurate to the best of our knowledge.
- We understand and acknowledge that if, at any stage, any information or document submitted by us is found to be false, forged, incorrect, misleading, or misrepresented; we shall be solely responsible for the same. In such an event, the School shall have the right to cancel the admission, and the admission shall be treated as null and void, without any liability on the part of the School, in any case.
- We confirm that we have carefully 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.
- We understand that submission of the registration form and payment of the registration fee does not guarantee admission. Admission shall be granted solely subject to the availability of seats and fulfilment of all admission requirements and eligibility criteria prescribed by the School.
- We understand that while preference in seat allocation may be extended to siblings of existing students of Scottish High International School, such preference does not guarantee admission and remains subject to seat availability and the School's admission policy.
- We acknowledge and give consent to the School for processing the information and documents submitted by us for admission, academic, administrative, statutory, and student welfare purposes. We understand that such processing shall be carried out in the bona fide interest of the child.

Date:

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