

## ADMISSION GUIDELINES

### 1. Registration procedures and rules

- 1.1. Registration forms are to be filled in and submitted to the school office within 7 working days from the date of issue of form.
- 1.2. Incomplete or illegible registration forms, without photographs will not be processed or accepted
- 1.3. Mere issuing of Registration forms does not guarantee admission which is subject to be the availability of seats and other procedures

### 2. Admission Formalities

- 2.1. Admission will be confirmed only after payment of the prescribed admission fee and submission of required documents (birth certificate, previous academic records, transfer certificate, medical certificate, passport-size photographs, etc.).
- 2.2. Original birth certificate issued by Municipal Corporation or concerned civic authority must be attached with the registration form for class nursery to Grade 1.
- 2.3. Photocopy of report card of latest exam pass must be attached with the registration form for Grade 2 and above
- 2.4. Original leaving certificate must be attached with the form for Grade 2 and above
- 2.5. Once the original Birth Certificate/LC is submitted to the school, it will not be returned under any circumstances, even after withdrawal of admission. Instead, the school will issue a Leaving Certificate (LC) / Transfer Certificate (TC) as per the official guidelines.
- 2.6. Incomplete forms or absence of mandatory documents will result in rejection of admission.
- 2.7. The School reserves the right to refuse admission without assigning any reason.

### 3. Fees Structure & Payment Policy

#### 3.1. General Rule

- All fees are to be paid in advance as per the schedule notified by the school.
- Parents/Guardians are expected to strictly adhere to the due dates for fee payment.
- The school reserves the right to revise the fee structure annually as per management decision.

#### 3.2. Mode of Payment

- Fees may be paid through Cheque, Cash, online transfer, or any other mode approved by the school.
- All cheques should be drawn in favour of " **MILESTONE INTERNATIONAL SCHOOL** "

#### 3.3. Installment Options

- Fees can be paid in Quarterly, Half-Yearly, or Yearly installments.
- Monthly installment facility is not available directly; however, parents may avail this option only through the school's approved finance scheme, subject to the terms and conditions of the financing partner.

#### 3.4. Late Payment Rules

- A late fee / penalty of 2% per month will be charged if the fees are not paid within the due date.
- Consistent default in fee payment may result in suspension of the student from attending classes, withholding of examination results, or denial of other school facilities.
- In case of a student joining mid-term, the fee will be charged on pro rata basis.
- In case failed payments, Cheque bounces, or Cheque stoppage, the school will charge Rs.1000/- as administrative charges for every payment instrument..

#### 3.5. Additional Fees & Miscellaneous Charges

- Duplicate ID Card: In case a student loses or damages the school ID card, a duplicate card will be issued on payment of the prescribed fee of Rs. 250 (or as revised by the school).
- School Calendar / Diary / Other Materials: If the school diary, calendar, or any other standard issued material is lost or requires replacement, the parent/guardian will have to pay Rs. 250 per item (or as revised by the school) to obtain a duplicate copy.
- Certificates: Bonafied Certificate, Conduct Certificate, or any other official certificate will be issued only on written request and on payment of the prescribed processing fee of Rs. 50 per Document (or as decided by the school from time to time.)
- Other Duplicate Documents: Duplicate copies of certificates, report cards, or other official school documents will be issued only on written request and on payment of the prescribed processing fee of Rs. 500 per Document (or as decided by the school from time to time.)

- Special / Extra Activities: Fees for optional activities such as educational trips, excursions, competitions, or special workshops will be charged separately and must be paid before participation.

#### 3.6. Policy on Additional Fees

- All such additional fees are non-refundable.
- The school reserves the right to revise these charges annually or as required.

### 4. Transport Rules & Fee Policy

- 4.1. The school transport facility is optional and subject to availability of seats on designated routes.
- 4.2. Transport Fees, if opted for, are payable separately as applicable at the time of admission / raising the Invoice.
- 4.3. Transport Fees, (if opted for) will be payable term wise only. One way transport facility is not provided by the school.
- 4.4. Transport fees are non-refundable under any circumstances, including withdrawal of transport facility in the middle of the term.
- 4.5. Parents wishing to discontinue transport must give one month's written notice to the school transport office.

### 5. Refund & Withdrawal Rules

- 5.1. Registration/admission/annual fees are non-refundable under any circumstances.
- 5.2. Tuition fees already paid will not be refunded if a student leaves/withdraws admission in the middle of a term.
- 5.3. In case of withdrawal of admission, parents must give a written application at least one month in advance.
- 5.4. Transfer Certificate will be issued only after clearance of all dues.
- 5.5. All dues must be cleared before a Transfer Certificate (TC) / Leaving Certificate (LC) is issued.

### 6. Medical Facilities

- 6.1. The school provides only first-aid facilities in case of minor injuries or sudden illness.
- 6.2. The school is not responsible for any accident, mishap, or medical complication beyond basic first aid.
- 6.3. Parents must inform the school in writing about any medical history, allergies, or health conditions of the child.

### 7. Attendance & Discipline

- 7.1. Regular attendance is mandatory; absence without prior intimation will be dealt with seriously.
- 7.2. Students must follow the code of conduct, discipline, and uniform regulations prescribed by the school.
- 7.3. The school reserves the right to suspend or expel a student in case of indiscipline, poor attendance, or violation of rules.

### 8. Consent for Use of Photographs & Media

- 8.1. The school may take photographs/videos of students during academic, cultural, or sports activities.
- 8.2. Such media may be used for: School records, magazines, and reports, Display on school premises, Official school website, verified social media pages, and promotional/marketing material.
- 8.3. Parents/Guardians are required to give consent for the use of their ward's photographs/videos.

### 9. Important Information

- 9.1. The school reserves the right to revise rules, fee structure, or policies at any time.
- 9.2. Parents/guardians are expected to read all school notices/circulars carefully and comply with them.
- 9.3. Any dispute shall be subject to the jurisdiction of the local courts only.