

ACKNOWLEDGEMENT OF SCHOOL POLICIES & FEE REGULATIONS

Dear Parents,

Thank you for considering **SHAHEEN PUBLIC SCHOOL** for your ward's education. Please read the information given below carefully and sign the declaration.

A duly completed admission form, along with the following documents, must be submitted:

- a) Admission Fee and School Fees
- b) Transfer Certificate (TC) counter-signed from the previous school with PEN, APAAR ID and counter-sign
- c) Report Card of the previous class.
- d) Copy of Birth Certificate of the child along with one additional ID proof (Aadhaar) of the child and both the parents/Guardian.
- e) Two recent coloured passport-size photographs of the child
- f) Two recent coloured passport-size photographs of each parent/guardian

Until all the above documents are submitted, the admission will remain provisional and will not be confirmed.

2. WITHDRAWAL OF ADMISSION

If a parent/guardian decides not to send their ward to school after depositing the admission fee or any other amount, the amount deposited will be forfeited. No refund will be given.

3. STUDENT DETAILS IN RECORDS

Details such as Student Name, Date of Birth, Father's Name and Mother's Name can not be changed **after admission**. These details will appear on the Transfer Certificate and all other documents issued by the school.

No changes will be made later in TC/SLC, Bonafide Certificate, or any school record. Parents must ensure that all details are checked and verified before submission.

4. PAYMENT OF SCHOOL FEES AND LATE FINE

- **School fees After the due date**, Late Fine must be paid on or before the 10th of every month. Late fine of Rs. 10 per day will be charged until the fees are cleared.
- If the fees remain unpaid by the last working day of the month, the school reserves the right to **stop the student from attending classes** and may issue a Transfer Certificate as per DSER guidelines.
- Repeated late payment of fees will be viewed seriously and may result in disciplinary action.
- **Dishonoured Cheques:** Charges equal to 10% of the amount of the cheque will be payable over and above the amount of cheque along with the late fee charges if due.

5. ACCEPTANCE OF SCHOOL RULES

In case of any dispute or interpretation of school rules, the decision of the school authorities will be final and binding on the parents. Admission of a child implies complete acceptance of all school rules, as in force or as amended from time to time.

6. BEHAVIOUR OF PARENTS AND STUDENTS

If any parent or student misbehaves with any school staff or teachers, the school reserves the right to **strike off the student's name and issue a Transfer Certificate**.

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7. CHANGES IN RECORDS (SPECIAL CASES ONLY)

In rare or special cases, minor changes may be allowed only after proper legal procedures, such as:

- Publication in the Government Gazette
- Written orders from the Concerned Education Officer
- Orders from the Hon'ble Court

Documents like Aadhaar Card, Date of Birth Certificate, Driving Licence, Passport etc. will not be accepted for minor changes.

8. ATTENDANCE AND PUNCTUALITY

- Students must maintain at least **75% attendance** to be promoted to the next class.
- Repeated late arrival may result in disciplinary action.
- Leave of absence must be submitted in writing; long absence without information may lead to cancellation of admission.
- Students will **not be permitted to leave the school premises during school hours**, except in cases of a **serious and verified medical emergency**.
Routine appointments, personal reasons, or family functions will not be considered valid reasons for early departure. Parents are requested to schedule all appointments outside school hours.

9. UNIFORM AND GROOMING

- Students must wear the **proper, neat and clean school uniform exactly as per the timetable**.
- **Tracksuit** is permitted only on days when **Games/Sports periods are scheduled**, and not on any other day.
- **Only black shoes** are permitted as part of the school uniform. No coloured, designer, or casual footwear is allowed
- During **winters**, students must wear the **prescribed winter uniform only. Casual jackets, hoodies, sweaters, caps, or any non-uniform clothing will not be allowed** under any circumstances.
- The School **ID Card** is mandatory and must be worn by the student every day for safety and identification purposes.
- Students must maintain proper personal grooming, including clean and trimmed nails at all times.
- Boys must maintain a proper and decent haircut at all times. Fancy hairstyles are strictly prohibited.
- Girls: School hijab or black hijab is mandatory. For student who prefer abaya, only black abaya is permissible. Mehndi (except for cultural occasions), nail polish, rings, fancy accessories are strictly prohibited. If found, the item will be confiscated.

10. BOOKS AND BELONGINGS

- Students must bring prescribed books, notebooks, and stationery as per the timetable.
- **The School Diary is compulsory** for every student to buy and must be carried to school **every day**. Parents should check and sign the diary regularly for notices, homework, and communication from teachers.
- The school is **not responsible** for loss of personal belongings, jewellery, gadgets, or money brought by students.
- **Lunch boxes will not be accepted from outsiders (parents/relatives) under any circumstances**. Students must bring their own healthy tiffin/lunch box with them when they arrive at school.