

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**.