

## 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**.