



## TERMS AND CONDITIONS FOR IGCSE

### I understand ....

1. **Registration Policy:** The King's school is affiliated to 'The Cambridge International Education' and conducts the IGCSE and A-level examinations for the 10<sup>th</sup> and 12<sup>th</sup> grades respectively. Admission registration taken for IGCSE is valid only until Grade X. **To continue into Grade XI**, a new entry form needs to be filled and registration fees paid, to enrol your ward for the A 'Level program which comprises of two years, AS & A2 respectively.
2. **Fee Policy:** There will be a one-time fee, which includes the Registration fee (x 2 years) to be paid at the time of registration. The academic year fee consists of Annual and Tuition fees (Details of fees are available on the school website). The Annual fee is payable every year at the beginning of the new academic year in the month of April (online only), and the Term fee is for the entire academic year, consisting of 3 Terms. An academic year covers a period of 10 months, including holidays. Fees must be paid on or before the 10<sup>th</sup> of the first month of each term. **All pending dues are to be cleared before the exams.**
  - 2.1. **Fee Refund Policy:** There will be no refund of any fees due to withdrawal, absence, or any other reasons once admission is taken.
  - 2.2. **Mode of Payment:** School fees can be paid online by visiting our website, or the fees can be paid directly to the office by Cash/Cheque/Card.
  - 2.3. **Late fees** are applicable if and when the payment of fees is not met on or before the 10<sup>th</sup> (+ 3 days' grace period) of first month of each term. Late fee charge of Rs.100/- will be applicable per week starting on the 14<sup>th</sup> day of the first month in each term. Accumulation of late fee charges will cease once all pending amounts are cleared. If there is any reason for fee delay, a letter is to be submitted addressing the principal requesting more time for the payment of fees. This letter should be submitted on or before the 7<sup>th</sup> of the month of payment.
  - 2.4. **Additional Fees:** Students are responsible for the costs associated with their program, such as examination charges, any other charges arising in respect of board exams, software subscriptions, digital books, or other digital resources (if applicable) used during the course of study.
  - 2.5. **Student leave:** For approvals of leaves exceeding 15 days, the Term Fee shall be paid in advance.
  - 2.6. **Exclusion for non-payment:** If the fee arrears are more than 3 months and the parent is not responding to the written notices (via email/ WhatsApp/ post) sent by the school in regard to this, the school management may take the necessary actions.
  - 2.7. **Yearly Fees (Annual & Term):** The School Management reserves the right for increasing the fees every year and it will be published in the school website before the academic year starts.
  - 2.8. **Special Charges:** Special payments will be charged for trips, special events, clubs, excursions, outings etc. as and when organized.
  - 2.9. **The fees mentioned in the fee chart do not include bus fare, uniform, text books and note books.**

**3. Student progress:** The School will regularly monitor the student's progress and shall provide formal reports on the student's learning progress to the parents. Feedback may include verbal comments to students and/or to parents, written comments on work, student reports, progress reports, letters of concern, merit certificates, or personal meetings with the parents. Parents are to sign the graded answer scripts & other written reports sent for their acknowledgement.

Parent meetings will be held at regular intervals to discuss the academic and overall development of their wards. It is mandatory that the parents attend these meetings

**4. Examination policy:** IGCSE curriculum spans over a period of two years during which regular formative assessments are conducted. In addition, summative exams will be conducted at the end of every term. Promotion to Grade X will be based on student performance in the above exams. Students must score an average of 40% marks to be eligible for promotion. Prior to the Board Exams, Mock exams will be conducted in the months of November/December and January. Students must score an average of 60% marks in the school internal assessments to register for the Board Exam.

**4.1. IGCSE Core & IGCSE Extended:** IGCSE Core provides a full overview of the subject and is targeted at students expected to achieve grades C to G. Whereas the Extended curriculum has been designed for the more academically able. It is targeted at those expected to achieve grades A\* to E.

The IGCSE Core and Extended qualifying criteria state that in order to take a subject as extended, students must obtain a minimum of 60% on their exams. If the student's mark falls below 60%, they will not be permitted to take the subject as Extended and will only be eligible to sit for the subject at the Core level.

**5. Attendance:** An attendance of 75% is also mandatory for a student to register for the Board exam.

**6. Transport:** The school is responsible for ensuring the student's safety while on school buses, whether managed by the school, or outsourced to a third party. Parents who are availing the school transport facility are expected to abide by the rules & regulations of the transport department.

- 6.1 Parents must abide by the designated entry and exit routes set by the school.
- 6.2 Predetermined bus routes are set at the start of every academic year. Request for change will not be permitted during the academic year.
- 6.3 If the fee is not paid for **two months**, the school bus facility will be suspended.
- 6.4 If the school bus is not required, the application must be submitted on the first day of the month or the parents are obliged to pay the fee for that month.

**7. Contact policy:** Any questions, concerns, or complaints about the care and safety of a student, or any other concerns regarding educational issues, it must be notified via email ([getinfo@thekingsschool.in](mailto:getinfo@thekingsschool.in))

**8. Safety and care policy:** Medical and safety officials are posted with standardized protocols for the safety and care of each student while at school.

**9. Conduct and Attendance:** We attach importance to courtesy, integrity, good manners, good discipline and respect for others. The parents are to guarantee that their ward's full participation will be there in all the activities of the school. They are to make sure that their ward will cooperate and obey all the rules and regulations of the school.

**10. Parental Behaviour & Conduct:** Parent should accept that they have a responsibility to act as role model for their children and those of the school community. They are to accept the role, responsibility and ultimate authority of the principal within the school community. Parents are to treat both students and faculty with respect.

**11. Expulsion:** A student may be formally expelled or dismissed from the school if it is proved on the balance of probabilities that, the student has committed a very grave breach of discipline of a serious nature. Expulsion is reserved for the most serious breaches and two warnings will be provided to a student before expulsion takes place. The principal shall act with procedural fairness in all such cases.

**12. Withdrawal Policy:** Transfer Certificate can be downloaded from the school website and the filled TC request form to be sent to [connect@thekingsschool.in](mailto:connect@thekingsschool.in) for withdrawal of the student. School Transfer certificate and documents will be provided only after 5 working days of the receipt of the TC request. In case of withdrawal of the student during the academic year, the fee for that year will have to be paid in full.

