

Fee Policy

1. The Annual Tuition Fee is applicable for an Academic Year (AY) which runs from the 1st of July to the 30th of June.
2. At the time of admission, the student is required to pay;
 - a. **Admission Fee**
 - b. A refundable **Security Deposit** and
 - c. **Tuition Fee / Development Fee** (1st instalment)
 - i. Payment to me made within the stipulated days from the date of receipt of “Admission Offer Letter”.
 - ii. If the same is not paid within the timeframe, the admission may be deemed cancelled and the next eligible student will be offered the admission.
3. A Deposit Certificate will be issued for the Security Deposit which should be preserved and presented at the time of refund.
4. The Annual Fee can be paid in instalments. One Instalment at the time of admission / prior to the start of the Academic Year and the others as specified at the time of admission or as per the payment schedule which will be announced by School Management.
5. Recurring Annual Tuition Fee needs to be paid by the scheduled “pay-by” date announced for that Academic Year. Any payments thereafter would attract late payment charges of Rs.500/- per week (start of the week being treated as full week). The student may not be allowed to attend the classes for the new academic year / term without prior payment of the fees.
6. The fees need to be paid in INR only and can be paid through a Demand Draft / Crossed Cheque drawn in favour of “Don Bosco International School” or could be paid through Electronic Transfer / Bank Transfer. The school reserves the right to decide the mode of payment.
7. Please note the school shall not accept cash payments.
8. Annual Tuition Fee Includes:
 - a. First set of Basic Exercise Books / Course Text Books / Worksheets / Curriculum Booklets, Inquiry Booklets, Support Booklets (From Jr Kg to Grade 10).
 - b. Usage of Computer Centre and Internet Facilities, Laboratories, Library, Sports Facilities.

- c. Smart Cards issued to students and consumable for Art, Craft, Design Technology etc., Handbooks, ID Cards, Chaperone Cards.
 - d. Educational Excursions (only local field trips).
9. Annual Tuition Fee Does Not Include:
- a. School Uniforms / Specialized Sports Training.
 - b. Participation in International Student's Exchange Program, representing the school at National / International student's workshop / youth science forums, Domestic and International leisure tours.
 - c. Fees accrued while preparing or appearing for domestic and international competitive examinations.
 - d. Participation in Special School Events and any expense borne towards their participation including the costumes, jewelry and props etc and expenses towards sports competitions / other competitions.
 - e. Expenses towards college applications.
 - f. Hobby clubs / classes
 - g. All Footwear
 - h. Sports Camps
 - i. Costumes / Expenses / Tickets for school events.
10. Withdrawal and Refund: (New Admissions)
- a. Payment made towards the Application Form and its processing is non-refundable and does not guarantee applications admission.
 - b. In case of cancellation of admission prior to the start of the Academic Year before the 30th of April, only **50% of the 1st instalment** paid against Tuition Fee at the time of admission and 100% of the Security Deposit will be refunded.
 - c. The Admission Fee is non-refundable.
 - d. If the application for cancellation of admission is made after the start of school, and **within the 1st Term**, no refund of Admission Fee and any Tuition Fee paid till date of withdrawal, will be made. Only the Security Deposit, without interest, will be refunded.
 - e. In case of cancellation of admission, (application for cancellation is made after the end of the 1st Term) **100% of the Annual Tuition Fee** will be applicable. Once all dues are settled, 100% of the Refundable Deposit will be refunded.

11. Withdrawal and Refund: (Existing Students)

- a. In case of cancellation of admission, (application for cancellation is made prior to the start of the Academic Year and before the 30th of April) 100% of the Refundable Deposit will be refunded
- b. In case of cancellation of admission, (application for cancellation is made after the 30th of April and before the start of the Academic Year) **100% of the 1st Installment** Fee will be applicable. 100% of the Refundable Deposit will be refunded once all dues are settled.
- c. In case of cancellation of admission, (application for cancellation is made after the start of the Academic Year) **50% of the Annual Tuition** Fee will be applicable. 100% of the Refundable Deposit will be refunded once all dues are settled.
- d. In case of cancellation of admission, (application for cancellation is made after the end of the 1st Term) **100% of the Annual** Tuition Fee will be applicable. Once all dues are settled, 100% of the Refundable Deposit will be refunded.

12. Withdrawal and Refund: (IBDP and AS & A Levels)

- a. The amount paid at the time of admission is non-refundable if a withdrawal application is made either before or after the start of the Academic Year.
- b. If a withdrawal occurs after the start of the Academic Year, 75% of the total Tuition Fee is payable.

****** The School Leaving Certificate will be issued only after the clearance of all dues and on return of Library Books. The School Leaving Certificate will not be issued during vacations.

****** The Security Deposit Certificate collected by the school is an interest free refundable amount, subject to deductions in case of any damage caused / dues occurred (if not paid in any academic year of the student) because of:

- a. Damaging of school facilities
- b. Third party damage/ loss caused by the student at the time of events etc.
- c. Mishandling or damaging the assets of school and transportation
- d. Damage to school property
- e. Damage to school equipment whether educational or non-educational.

****** The full and final settlement of the Security Deposit will happen within 15 days from the date of deregistration.

****** The mere existence of a Security Deposit does not entail a child to claim that the above damages be adjusted against the Security Deposit and the losses to the school must be made up on the day of the occurrence of the incident itself.

**** The Refundable Security Deposit amount will be paid only after the presentation of**



the original deposit receipt issued, is submitted to the school. If the same is lost the parent will have to submit an indemnity, signed by both parents, discharging the school of all future claims by them. The Refundable Deposit will be paid to any one of the parents.

** If a student is expelled from the school, only the Security Deposit will be refunded.

** The Management reserves the right to increase the fee by minimum 10% every year.

13. *The Rules and Regulations formulated by Don Bosco International School construe for smooth and effective functioning of the school. Don Bosco International School reserves all rights to amend the “Fee Policy” when needed and found necessary. The information given in the school’ brochure and application material is an indication of Don Bosco International School’s intent as on the date of publication of this document. The contents of this policy should not be construed as a binding contract upon Don Bosco International School and cannot be legally challenged.*
14. *The Governing Council, in carrying out their duties, will make every effort to ensure that the increase in fees are reasonable on a year to year basis and communicated in a timely manner to allow for parents to plan and make re-adjustments to their school fee budgets.*