



JAI ACADEMY SCHOOL, JHANSI

NH-25, Shivpuri - Nagra Rd, Jhansi, Uttar Pradesh 284419

TERMS AND CONDITIONS

Dear Parents, please note that the school's terms and conditions have changed. We have also added a separate terms and conditions for the present circumstance. Kindly note that there can be some changes in the terms and conditions as and when directed by the concerned authorities.

COVID-19

- In case of online admissions, documents provided on WhatsApp will be submitted in school once the school re-opens. In case of any falsification of facts, admission will be deemed cancelled.
- Late fees charges have been deferred to 1st June, 2020. Beyond which a late fees charge of INR 150 will be levied and additional INR 50 for every 15 days after the due date has surpassed.
- In case of provisional admission, admission will be guaranteed only after all the documents asked by the school have been submitted in the school.
- The unit test for the 1st Term has been cancelled. All marks will be given on the basis of online tests, worksheets, assignments and attendance in online classes.
- Any reading material provided via online is for students of Jai Academy only.
- For some online classes, attendance has been made compulsory. You can ask about the attendance criteria from your respective class teachers.
- Any student found causing disruptions in online teaching and not adhering to the class discipline will face severe consequences.
- We hereby understand and agree to the policies of the online classes.
- Please understand that our offices are shut and there might be some discrepancies in fees related to sibling concession, teaching discount etc. In such a scenario, once the school re-opens will adjust any additional amount paid to the school in the next quarter.

ADMISSIONS

- All documents submitted will be deemed final. No changes will be allowed henceforth.
- Any falsification of facts/documents will result in immediate removal of the child from the school.
- In case of provisional admission, admission will be guaranteed only after all the documents asked by the school have been submitted in the school.
- Harassment caused to any teacher/official of the school during the process of admission will lead to a lifetime ban of the applicant from the school.
- Admissions in classes are limited to the availability of the seats.
- Admissions are done on the basis of interviews, entrance tests and previous results. It is a completely fair and transparent system. Any questions related to the criteria of rejecting the admission will not be entertained verbally.
- Once the admission has been accepted, and the parent wants to cancel their admission, they will only get the refund of the caution fess and that too only if they inform the school 15 days prior to the beginning of the session.

FEES

- The fees cover all expenses, including teaching expenses, for the academic year. It is therefore of utmost importance that all fees be paid promptly.
- Late fee charges are @ INR 100 per 15 days. This shall be levied from the deadline date of the month (the date by which school dues are to be paid), till the end of the quarter. If the dues are not cleared even by that date, the name of the student will be struck off the rolls. Re-admission may be allowed at the discretion of the Principal, only after payment of all dues, including late fee along with 50% of the normal admission fee. This is subject to availability of a seat in the relevant class.
- No student, whose fee remains unpaid either in full or in part, will be allowed to sit for the internal examinations.
- Until the outstanding fee is received, no internal examination results, reports or recommendations to other schools/colleges will be issued to the student or parent.
- In case fees has been paid twice, it will be adjusted in the next quarter.
- Fees paid in cash will not be entertained. Only direct deposit in bank, online transaction by the portal provided by the school and payment through fees slip will be allowed.

ATTENDANCE

- When in session, students are expected to attend school regularly as per the dates published for each academic year. Parents are discouraged from allowing students to absent themselves from school. If holidays are taken, it is to be clearly understood that the effect on the student's education is the responsibility of the parent and not that of the school.
- While class or subject teachers may, at their discretion, help students catch up on course work they miss during their absence, this can in no way compensate for formal instruction in the classroom.
- If parents or guardians require students to miss school for a valid reason, the parent or guardian must inform the Principal in writing in advance and get clearance prior to making any travel arrangements.
- When students are absent for medical or other unexpected reasons, a written note from the parent or guardian must reach the Principal on the first day of the student's return to school. This must be supported by a medical certificate in case of sick leave for more than two days.
- If a child has been suffering from a communicable/contagious disease, he/she will be allowed to attend school only after submission of a medical certificate of fitness from a qualified doctor.
- Unexplained absences will be followed up by the Principal.
- Repeated absence without permission or unexplained absence for more than six consecutive days renders the student liable to have his/her name struck off the rolls. Re-admission may be granted only at the discretion of the Principal.
- Students are expected to be in school at the time indicated in the Daily Schedule.
- For reasons of security, students in Grades 6-12 who arrive late must immediately report to the Vice-Principal's Office. Primary students will report to their Coordinators.
- Students who arrive late more than once a week need to obtain appropriate sanction from the Vice-Principal.
- Students who arrive late must ensure that their homework/prep reaches the appropriate subject teachers.

INTERNAL EXAMINATION

- Internal Examinations take place at the end of each semester.
- Students must appear for all school examinations.
- No student will be allowed to leave before the end of an examination.
- In the event of postponement of an examination due to unavoidable circumstances, the examination will be conducted on the first working day after the last examination was held, unless otherwise intimated.
- Strict action will be taken against any student detected or even suspected of cheating or disobeying the examination instructions in any way.
- Parents will get exam reports of the student after each semester.
- Our marking system is fair and transparent. In case the child fails, they can request once for re-checking of the paper. The result of that re-checking shall be deemed final.
- If a child has failed, the school has the right to promote/detain the child as it deems fit.
- Any changes made to the papers/documents of the child by anyone outside the school, will result in immediate removal of the child from the school.

TRANSPORTATION POLICIES

- Student drop off/pick-up will only be permitted in the designated locations provided by the school.
- The school will resume responsibility of the ward once the ward is inside school premises.
- Students are not allowed to drive on campus.
- ONLY PERMITTED vehicles will be allowed in campus
- No vehicles may be parked on campus without obtaining a special school parking pass.
- Parking passes will not be made available to any student that has an outstanding financial obligation to the school.
- Any student/parent found misbehaving/vandalising school vehicles or teachers vehicles will be removed from the school immediately.

WITHDRAWAL PROCEDURE

- Parents/Guardians are required to notify the Principal well in advance and in writing regarding the withdrawal of a student during the academic session.
- A minimum notice of 15 days is required. The fees of one term (inclusive of all charges) will be payable in lieu of the notice, in the event of failure to furnish the required notice.
- Caution Money, if any, will be refunded at the time of withdrawal of the child from the school against the caution money deposit receipt, along with an application on the prescribed form. This will only be done provided all school dues have been paid in full or settled satisfactorily. Refund of caution money must be claimed within a year from the date of withdrawal of the child from the school.
- All leavers must obtain a Clearance Form from the Accounts Department. Until this has been completed and signed, no examination results, reports, recommendations and transfer certificates to future schools/colleges will be issued to the student or parent.

RELIGION

- We at Jai Academy, are not associated with any religious or denominational organisation. We do not promote/demote any religion, caste, creed or sect. Our role is to be neutral and educate children regarding all aspects of life.

DISCIPLINE

- Students are asked to show concern and consideration in their behaviour towards fellow student, members of the faculty, for the school and the environment in which they live and work.
- Mistreatment of the property will not be countenanced.
- Students are expected and encouraged to be punctual, diligent in their studies, preparing for and participating in all classes of which they are a part. No student, whether through neglect or lack of concern, has the right to interfere with the progress of others to further his/her goals.
- Irresponsible behaviour or for defiance against a teacher's authority will not be permitted.
- At no time should a student's conduct detract from the reputation of the school. Offensive behaviour will not be tolerated, whether it is with regard to the irresponsible use of offensive language, smoking, inappropriate displays of affection, drinking of alcoholic beverages, stealing, possession of drugs (other than those medically prescribed) or injury to others.
- In matters not specifically covered by this code or any other school regulation, members of the school will observe the principles outlined above with regard to the dignity of each person, respect for others and their property and of mutual cooperation within the school community.

PARENT'S GUIDELINES

- Parents are requested to come to school in formal attire.
- We encourage you to maintain a specific decorum in the school as that is the example we are setting for the students.
- Any abusive language used, school/teacher's property vandalised, disruption created or members of the school harassed will not be tolerated. There will be strict consequences to such actions.
- In case of any concern a parent has regarding any aspect, we strongly recommend that you approach the necessary person incharge with a calm approach. In case your problem is not sorted, you can drop a letter to the principal/management at the school reception and we will try our best to resolve the conflict.

Thank You

TEAM JAI ACADEMY