



Admission Policy



NISV Admission Policy

Steering Committee- A member of the Governing body, the Principal, Parent Representative, Senior Student Representative, Coordinators and HODs

Navrachana International School, Vadodara (NISV) is a co-education, English medium IB World School affiliated to International Baccalaureate (IB) and Cambridge International Examination (CIE). Students are enrolled as boarders or day scholars. Admission is granted on the basis of the school admission policy.

Admission Criteria for IB Programme

1. Availability of seats
2. Age of the student*
3. A confidential report from the Head of the student's current school
4. Acceptance of the NISV standard terms and conditions for studies at the school (see 'Agreement' details)
5. Successful completion of the school's admission process

Admission Requirements for IB Programme

To register for admission, the following documents need to be submitted.

1. Duly filled Application Form
2. Physical fitness Report duly signed by a certified medical practitioner
3. Bonafide Certificate from the current school
4. Original Transfer Certificate from the current school
5. Photocopy of the Scholastic Record/ Transcript of the results for last three years (if applicable)
6. Photocopy of Immunization details
7. Photocopy of the Passport of the student (alternatively birth certificate along with proof of citizenship)
8. Photocopy of OCI (if applicable)
9. Payment of fee

***Admission form will not be processed unless all the required documents are submitted**

* Original documents with copies must be attached to the Admission Form for verification.

*Age Criterion- Academic year 2017-18

Nursery: 3+ on 31st May 2017

Prep Junior: 4+ on 31st May 2017

Prep Senior: 5+ on 31st May 2017

Grade 1: 6+ on 31st May 2017

The school decision is final and binding in all matters.

Grant of Admission

Admission is granted to a student if he/she satisfies all the provisions of the Admission criteria and completes the admission requirements. The admission status will be considered provisional till the admission requirements are met.

Overseas Candidates

Overseas applicants, who are unable to be physically present at the admission office for the completion of admission procedure, are required to courier/email all the required documents to the school office and fulfil the admission requirements. In addition they are required to provide a confidential recommendation from their current school along with their last transcript. Such information should come directly from the candidate's current school in a sealed envelope. Interviews, via teleconferencing are conducted for overseas candidates.

Parents should note that the status of admission will remain provisional till the original Transfer Certificate and other relevant documents are submitted to the school office at the beginning of the academic session.

Policy for Foreign Nationals

Documents required (According to Immigration by-laws, Government of India)

- The immigration bye-laws of the Government of India states that a foreign national staying in India for a period of more than six months registers his/her name in the local immigration bureau within 14 days of their arrival in India and acquire residency permit.
- The school will assist the parent/local guardian by providing a bonafide certificate for day scholars. For the residential boarders, the school will provide a letter signed by the Talati of Bhayali village. The local guardian/parents would require to follow the process of registration. In case of expatriates staying in the hostel, designated members from NISV staff will be the local guardians.

The documents required for the process are mentioned below-

1. The student should hold a student visa. On getting provisional admission in the school, the school will issue a bonafide letter for visa. The same can be collected from the office or a scanned copy will be mailed on request from the parent.
2. Passport size photographs of the student- 15 copies (Size 3.5cm x 3.5cm)
3. Passport size photographs of both the parents- 2 copies each (Size 3.5cm x 3.5cm).
4. Photo copy of passport of student and both the parents - 2 copies each.
5. ID Proof/address Proof of the local guardian of the student.
6. Authority letter from both the parents on Rs.100/- stamp paper nominating the local guardian. In case of expatriates staying in the hostel, designated members from NISV staff will be the local guardian.
7. ID Proof and Address proof of the parents/guardians from the respective country.
8. If student shifts from any residential school of India to NISV, the Resident permit from Foreigner Regional Registration Office (FRRO) needs to be transferred to NISV.

Note - Provisional admission granted to a student will not be confirmed without a Resident permit. A copy of the permit is required to be submitted to the school in 15-days' time.

Conditions for entry at IBDP Level:**1. Academic achievement****a. Internal MYP students**

A minimum final grade achievement of **3** in each of the following subject groups:

- Language & literature
- Language acquisition
- Individuals & societies
- Sciences
- Mathematics
- Design/Art/PHE

(an average score will apply if a student is enrolled in multiple subjects within a subject group)

- Completion of personal project

b. External MYP students

A minimum final grade achievement of **4** in each of the following subject groups:

- Language & literature,
- Language acquisition,
- Individuals & societies,
- Sciences
- Mathematics
- Design/Art/PHE

(an average score will apply if a student is enrolled in multiple subjects within a subject group)

- Completion of personal project
- Recommendation of one teacher which addresses behaviour, attendance, motivation and self-discipline of the candidate.

c. External non-MYP students

The expectation for students to be enrolled for IBDP is a proven academic record and the demonstration of commitment to make a positive contribution to the NISV. The minimum academic attainment for entry to Grade 11 is 75% for ICSE/CBSE/ SSC or equivalent for IGCSE or any other international boards.

Requirements:

1. In the admission process the school shall consider each applicant individually. To enter the IB programme, applicants are expected to have a high proficiency in English and a sound foundation in Math. Personal qualities that demonstrate a willingness to work dedicatedly with schoolwork is a requisite characteristic. To evaluate this, applicants and parents are asked to write a short personal statement separately and enclose it with the application form.
2. One teacher recommendation that addresses student behaviour, attendance, motivation and self-discipline.
3. School transcripts
4. Interview (external students):
All applicants will be interviewed to determine their level of commitment and ability to take personal responsibility for their learning, as well as their level of oral English fluency. The primary purpose of the interview is to consider the applicant's potential to succeed not only in their individual subjects but also in the core components of CAS, Theory of Knowledge and the Extended Essay.

Learning Contracts

1. All candidates must sign a learning contract indicating their awareness of the rigorous nature of the programme and constituting their commitment to meeting its academic deadlines.
2. All candidates must sign an Academic Honesty Contract, indicating their commitment to NISV policy of academic honesty.

Fee

1. Schedule of fee and regulations can be found in the Application Pack (available in School and also on the school Website)
2. Admission Application found in the Application Pack (available in School and also on the school Website)

Provisional Admission

1. External students must submit a candidate data form, based on which the provisional admission will be granted if the final result of grade 10 is not declared at the time of admission
2. Upon admission, external students will be asked to complete an application form

Transfer Students:

Students who transfer from other IBDP schools are welcome. NISV will work closely with parents and other DP coordinators to ensure smooth transition as soon as possible.

The criteria outlined above do not, on their own, determine a candidate's eligibility. Individual circumstances and student interest are also taken into account.

The study programme consists of five groups :

Group 1: Language A –English, Language B - German/French/Hindi

Group 2: Literature in English, Economics

Group 3: Combined Science and Co-ordinated Sciences

Group 4: Math, Additional Math

Group 5: Art and Design, Business Studies, Information and Communication Technology, Computer Science

Additionally the school offers the opportunity for the students to pursue Physical and Health education through various sports and life skills workshops.

(D) IB Diploma Programme (Grades 11 & 12)

The IB Diploma (regular) subjects are arranged in six Groups. The students need to choose one subject from each of the first five Groups and may then choose their sixth subject from Group 6 or a second subject from Group 3 or Group 4. This ensures the delivery of a well-balanced curriculum. However, students may apply for a non-regular IB Diploma with three sciences to meet their admission requirement. Students usually study 3 subjects at the higher level (HL) and 3 at the standard level (SL). Theory of Knowledge (ToK), Creativity-Activity-Service Programme (CAS) and Extended Essay (EE) on a topic of the student's choice, form the core of the IB Diploma and are mandatory.

The six groups and the subject choices, in each group available at NISV, are as follows:

Group 1: Studies in Language and Literature : English Literature

Group 2: Language Acquisition : Hindi B, Ab-initio-French, French B, Ab-initio- German, German B

Group 3: Individuals & Societies : Economics, Business & Management, Psychology, Information Technology in Global a Society (ITGS), Environmental Systems and Societies (ES&S)

Group 4: Sciences : Physics, Chemistry, Biology, Environmental Systems and Societies (ES&S), Computer Sciences

Group 5: Mathematics

Group 6: The Arts : Visual Arts

Core Components:

Theory of Knowledge (ToK): This subject helps students find answers to questions such as, What is knowledge, and what is not? How is it used, and by whom, and with what purpose? Students learn how to think and express themselves in a logical and clear way.

Extended Essay (EE): This subject requires students to write a 4,000-word research essay of high academic standard, whereby they learn to apply effectively, university level academic methodologies. It not only strengthens students abilities to ask the right questions and look for the right answers, it also prepares them to think and formulate the conclusions they have arrived at in a persuasive and logical manner. It is a perfect preparation for university studies.

CAS (Creativity, Activity, Service) Programme: CAS is an integral part of the IB Diploma Programme. All Diploma candidates have to devote a certain number of hours to this programme, in order to be awarded the Diploma.

- The criteria for HL in sciences and Math is minimum grade 6 for MYP, Grade A or equivalent at IGCSE or other boards.
- The criteria for SL in sciences and Math is minimum grade 4 for MYP and Grade B at IGCSE or other boards.

All students will be interviewed by the IB Coordinator and the Principal prior to admission.
In all admissions cases, the Head of School makes the final decision.

TERMS AND CONDITIONS FOR ADMISSION AND STUDIES AT SCHOOLS OF NAVRACHANA EDUCATION SOCIETY

The School is " Navrachana International School, Vadodara "School. (Hereafter referred to as the School)

1. PREAMBLE

(a) The School is acting under the authority of the Executive Committee of Navrachana Education Society, owners of the School, as now or in the future constituted.

(b) The Principal is the person appointed by the Executive Committee of The Navrachana Education Society to be the Principal of the School who is responsible for the day to day running of the School and for the student while in the care of the School and includes those to whom any of the duties of the Principal have been responsibly delegated by the Executive Committee

(c) Teacher/s is/are those employed by the School to instruct in curricular and co- curricular education at the School.

(d) Student/s is/are those registered as a student/s at the School.

(e) Parent/s, Guardians is/are those whose wards study at the School.

(f) School Structure: The School comprises Pre Primary, Primary, Secondary and Higher Secondary sections. Formal education begins from Grade 1 of the Primary section. Promotion from one section to the other is automatic based on student's performance. Pedagogy, Class Strength, Study Time, Infrastructure, Technology integration and Teacher qualifications are variables from one section to another. Fee structure for each section is based on these variables.

(g) Our Aims: The School's aims to strike a balance between academic work, moral, spiritual and physical education and the pursuit of leisure activities. The School is committed to high standards of teaching and care. Parents are expected to give their support and encouragement to these aims and to uphold and promote the good name of the School; to continue the student's education at home and encourage the student to maintain appropriate standards of discipline, diligence, punctuality, behavior, tidiness and cleanliness; and to conduct themselves in relation to the School and its staff in such a manner that a relationship of trust and confidence between the School and the Parents is maintained at all times.

(h) Changes at the School: A progressive and forward looking school must initiate and respond to change. It is likely that there will be certain changes at the School during the years when the student is a student. The grant of admission to the School is made on the basis that, in the interests of the School as a whole, changes may be made from time to time to these terms and conditions, to the size and location of the School, to its premises and facilities, to the academic and games curriculum and the structure and composition of classes and the way the School is run, to the length of school terms and the school day and to any other aspect of the School. Fee levels will be reviewed from time to time and there will be such reasonable increases as the Executive Committee of Navrachana Education Society may determine.

(I) Terms and Conditions: Decisions taken about all aspects of the School affect the school community as a whole. The School believes that these terms and conditions reflect the

traditions and customs which have existed at independent schools and at this School in particular, over the duration of its existence. The rules given about change, para 1.(h), are provided in good faith. They are intended to encourage stability, forward planning and the proper resourcing and development of the School for the benefit of all. Parents will be given reasonable notice, when practicable, of changes that may significantly affect the School Community. Any waiver of the Terms is effective only if stated in writing by the Principal or by a person to whom the duties of the Principal have been responsibly delegated by the Executive Committee. The ethos and principles on which the School is run are reflected in the policies concerning admission, equal opportunities, behavior and discipline, drugs and substances, expulsion and review.

(j) Adherence to the Students Code of Conduct published in the School link book, Parent-Student Hand book and boarding manual and uploaded on the school website, is obligatory.

2. CARE AND GOOD DISCIPLINE

(a) Parents' Authority: Parents authorize the Principal and staff to whom the supervision of students has been delegated while in loco parentis to take and/or authorize in good faith all decisions that safeguard and promote the welfare and proper education of the Student. Parents consent to such physical contact as may be lawful, appropriate and proper for teaching and appropriate to provide comfort to a student in distress or to maintain safety and good order of their child/ward and other students. (Corporal punishment is not used). As the School provides first aid facilities only, parents consent also to emergency medical treatment (including general anesthetic) at a private hospital where certified by a doctor to be necessary for the safety of the student and if a parent cannot be contacted in time. Every effort would be made to contact a parent in such circumstances. Parents consent to the conduct of routine medical examinations by the school appointed medical authorities.

(b) Academics: Teachers are the best judge to assess student's academic strengths and weaknesses. It is obligatory for the Student to obey advice, instructions and do all that is necessary to improve academic performance as required. Parents must also adhere to suggestions made by teachers to ensure their wards academic progress and regular attendance.

(c) Health: Parents must inform the Principal, in writing if the student has any known medical condition/disability or health problem or is unable to take part in physical education or sporting activities or has been in contact with infectious diseases. The student must not be sent to School if unfit to attend or is suffering from a serious contagious disease. The School will endeavor to look after the Student in the event of any emergency health problem during school hours, however, the School will not be responsible for any consequences.

(d) Meals: All students are required to have meals as organized by the School.

(e) Attendance: The Student is expected to take full part in the activities of the School, to attend on each school day, to work hard to the best of his ability and to be well-behaved. Parents agree to observe the term/vacation dates which will normally be published at the start of every academic year.

(f) The School Link Book: Each student on admission to the School or at the start of every academic year is supplied with a copy of the School Link Book giving information about the staff and the student, student roll, scheduled events, and holidays. All students and parents are required to abide by the Code.

(g) **Conduct of the Student:** Students are expected to behave with respect and good manners to those whom they meet both in School and in the community and to show a proper respect for the environment. The Principal and the School Staff are responsible for the care and good discipline of students while they are in the charge of the School, for the day to day running of the School and teaching of the curriculum. Students reprimanded for indiscipline are required to serve the sanctions listed in the Parent-Student Hand book.

(h) **Campus:** The NISV campus is a large space with a number of shade-giving trees, and open playing fields. This was once agricultural land and so the natural habitat of snakes, bees, monkeys, stray dogs and so on. In spite of all efforts and preventive actions taken by the NISV authorities, there are days, especially in the monsoon, when a snake or two may appear on the campus. Similarly, all the year round, there are monkeys that enter the campus as do stray dogs; and bee hives high up in the trees (those on the school building walls are immediately taken down). While, most of the time, these animals, reptiles and insects stay away from humans, and the NISV personnel are quite vigilant on this account, there could be a rare incident where a student or employee may be attacked by any of these. In such a situation, while the NISV will take every step to get the correct and the best medical attention to the victim/s, the NISV cannot be held legally or morally responsible for the incident and the effects caused by the same. We would also like to take this opportunity to inform parents, students and employees that snakes, monkeys, bees are protected by the Wildlife Protection Act and stray dogs by a Supreme Court order. Both these legal acts forbid everyone from harming them in any way and NISV would be liable for legal action if this can be proven in a court of law.

(i) **Liability:** The Principal, Staff, and all engaged by the School to conduct various School activities, during and after school hours, including out of School activities will take all reasonable steps to provide a safe and a secure environment for all students who participate in its activities. However, the School shall not be responsible for loss, damages for personal injury, sickness, death, or property damage which the student may sustain or which may occur accidentally as a result of his/her participation in School activities or as a result of student behavior towards each other. The School is not responsible in any way for any mishaps or undesirable acts of the Student outside of the School campus. Parents acknowledge that the School and its Principal/Teachers/Staff shall not be held responsible for any event that may occur within the School campus which is beyond the reasonable control of the School.

3. ADMISSION TO THE SCHOOL

(a) **Admissions:** Subject to vacancy, the School will give to a student as per its norms; a time bound Admission to its Pre Primary Section as also following verification of age and physical fitness as per the School's standards. Grant of Admission to Std. I - XII will be, in addition, subject to acceptable previous school report and other admission procedures. Grant of Admission in the Pre Primary Section is also a grant of admission to the respective Senior School's of the Pre Primary Section of that School. To avail of the admission Parents must return the School's Application Form for Admission, completed and signed, along with supporting documents and pay the fees /deposits on or before the date declared by the School, after which the admission shall be deemed withdrawn. Admission is confirmed only when the School receives the duly completed and signed Admission Form, along with supporting documents and the fees/deposits have been paid.

(b) Registration: A student granted admission will be registered on completion of the students Registration Form which entails payment of admission and other fees, verification of submitted documents, submission of photographs, certified physical fitness certificate, certified copy of the student's annual evaluation of the last class attended and examination passed and acceptance of these Terms.

(c) Fees & Deposit: Admission Fees are not refundable once paid. Refund of Tuition and Other Fees, as paid, on grant of Admission and/or Registration of the Student for studies at the School is subject to Schools Refund of Fees Policy. Deposits, if taken, are refunded by cheque without interest less any sundry outstanding charges or balances due to the School after the Student has left the School.

(d) Litigation: The personal details and contact information of the student will remain the same as given by the Parent/Guardian at the time of admission to the School till the School is intimated in writing of any change therein. The School shall not be made a party to any litigation including any litigation of personal nature pertaining to the family of the child. In the event of the School getting involved in any litigation, the costs of defending the same shall be deducted from the deposits of the Student or reimbursed by the Parent/Guardian. In the event of any conflicting and / or contradictory claims made by / or between the parents and / or guardians of the child, the School shall follow only the instructions given by the Parent/Guardian at the time of admission, unless there is an order from a court of competent jurisdiction."

4. TUITION FEES, OTHER FEES & EXTRAS

(a) Items covered: "Tuition Fees" cover the cost of providing instructions for normal curriculum including most games, meals, internal school examinations use of the libraries, medical inspection, and certain school publications. Other fees are charged separately which cover cost of additional academic and co curricular activities; value added programs, costumes, stationery etc. Other expenses incurred by the student during the year, such as external exam fees, career aptitude tests, use of photocopiers, school outings, and textbooks / journals shall be paid as extra by the concerned student. Damage or loss of School Property by the Student also shall be paid as an extra.

(b) Payment: School Fees are payable on or before the dates specified in the School Diary or as announced from time to time. A student may be excluded from School or from public examinations at any time when fees are unpaid and will be deemed withdrawn without notice 30 days after exclusion. If a Student is excluded, thereafter should the Student reapply to join the School, he/she will be considered as a new admission and all formalities of admission will have to be completed. The School is the agent only in respect of any goods and services which are supplied by a third party via the School to parents or students. Fees will not be refunded or waived for absence through sickness; nor if a term is shortened or a vacation extended; nor if a student is released home before the normal end of term; nor if food has not been consumed; nor for any other cause.

(c) Responsibility for payment: Fees are the joint and several responsibility of each person who has signed the Admission Form. The School may withhold information; property or examination certificates while fees are unpaid.

(d) Late fees: Fees paid after the Fee collection period will be considered as late fee payments and a penalty will be charged as per the prevailing rules as mentioned in the Parent Student Handbook uploaded on the website.

5. NOTICE OF CANCELLATION OR WITHDRAWAL; REMOVAL; FEES IN LIEU OF NOTICE

(a) Notice means (unless the contrary is stated in these terms and conditions or the Fees Sheet) a calendar month's written notice delivered by hand to the Principal or sent by recorded delivery to the postal address of the School. No other notice will suffice. Notice given by one Parent will be deemed to be given on behalf of both Parents.

Provisional Notice for any purpose is valid only for the term in which it is given and only when written and accepted in writing by the Principal.

Quarter means a period of three months, basis on which fees are collected

Term means the period between and including the first and last day of each School term.

Fees in lieu means fees in full for the term of notice at the rate that would have applied had the student attended and not limited to any contribution in the case of a scholarship, free-ship.

(b) Withdrawal: In all cases, except at the end of the 10th & 12th Std., a calendar month's notice in case of a day scholar and three months' notice in case of a boarder must be given before a student is withdrawn. Failure to provide the requisite notice will result in payment (or become adjustable against any balance with the School) of fees for the full succeeding Quarter in lieu becoming due and payable as a debt and may be charged at any time after withdrawal, whether or not the place can be filled.

(c) Cancellation: If the student is withdrawn before the commencement of the academic year 75% of the School fee will be refunded.

(d) Removal: Parents may be required, following one calendar month's notice in writing from the School, to remove a student permanently, after consultation with the Parents, the Principal is of the opinion that the student is not making sufficient progress to warrant his remaining at the School or his conduct is unsatisfactory or the conduct of the Parents is or has been such that the relationship of trust and confidence which should exist between the School and the Parents has broken down. Under these circumstances all outstanding fees and charges must be paid. Refund of fees if any, will be as per prevailing rules for "Refund of Fees". The School will not be liable to refund any fees to the Parents unless all outstanding dues have been paid in full

(e) Expulsion: The student may be expelled at any time if, because of the conduct of a parent or the student (whether on or off school premises or in or out of term time), the Principal is reasonably satisfied that such conduct has been prejudicial to good order or school discipline or to the reputation of the School or if for some other reason the continued presence of the student is incompatible with the interests of the School. The Principal will act fairly in accordance with the procedures of natural justice and would not expel a student other than in grave circumstances. There would be no refund of fees in these circumstances and all outstanding fees and charges for the Quarter must be paid but fees in lieu of notice would not be charged.

(f) Other Events Requiring Notice. To discontinue any extra activity, if any, a calendar month's written notice is required: failure to give such advance warning will result in payment of full charges becoming payable in lieu. The School may terminate this agreement on one term's written notice and otherwise under clauses 5 (d) and 5 (e) above.

(g) Withdrawal from an educational outstation tour arranged by the school will require a minimum notice period of 7 days and will entail a forfeiture of 75% of the amount payable for the tour or as per the prevailing policy at that time.

6. GENERAL CONDITIONS

(a) Special Precautions: The Principal must be notified in writing immediately of any court orders or situations of risk in relation to a student for whom any special safety precautions may be needed. A parent may be excluded from school premises if the Principal, acting properly, considers such exclusion to be in the best interests of the students or of the School.

(b) Absence of Parents: (Applicable to Local Students only) When both parents will be temporarily away from their home overnight during term time, half-term or occasional holidays the Principal, must be informed in writing of the name, address and telephone number/s for 24-hour contact of a suitable legal guardian or other adult with whom the student will reside when not at School and who is willing and authorized by the parents to accept full responsibility for the student in all circumstances. These matters are the responsibility of the parents.

(c) Insurances: The School has insured all students under a 'Students Safety Insurance Policy. The School's liability is restricted to the limit and the interpretation of coverage by the Insurers. All other insurances are the responsibility of parents. The School is not the agent of the parents for any purpose related to insurance.

(d) Concerns/Complaints: Parents who have cause for concern as to any matter including matters of safety, care or quality of education must inform The Principal in writing without delay. The Parents and the School will be expected to resolve any dispute between them in co-operation with each other and in good faith.

(e) Special Learning Difficulties: The School shall notify parents if it is felt by the school that a student may need extra support or should be referred to an educational psychologist for a formal diagnosis. The School has Counselors and is able to advise parents as to how they may, at their own expense, obtain specialist advice or specialist support; but the School staff are not qualified to make a medical diagnosis of conditions such as those commonly referred to as dyslexia or other learning difficulties. Parents will be asked to withdraw a student if, in the opinion of the Principal, the School cannot provide adequately for a student's special educational needs. Parents / guardians are made aware that the School imparts the highest level of education and co curricular activities to children from diverse backgrounds. Consequently, a Parent/Guardian shall hold the teachers and the School totally harmless for any difference in the method of teaching adopted in the best interest of their child / ward. Parents are also informed that children have different learning abilities, Dyslexia, ADHD and other developmental and behavioral challenges and hence agree to have utmost trust and faith in the methodology adopted by the School to impart education as per the individual needs of the child / ward. This may involve, the child undergoing various levels of counseling, additional coaching, external aids and resources and abide by the provisions and concessions (Accommodations) as per Governmental Guidelines for Inclusive Practices

(Person's Disability Act). Parents further confirm that in the event of the School wanting to teach a child / ward at a different pace and method as mentioned above, the said decision shall be always in the best interest of the child and hence they will have no objection to the same, at any point of time. The Parents shall support the school in helping the child / ward attain a level of proficiency that the child / ward should attain, in whatsoever means as suggested by the School.

(f) Medical Supervision: Before entering the School the student must be immunized against DPT (Diphtheria, Pertusis (Whooping Cough), Tetanus) Poliomyelitis, Hepatitis A & B, TB, and MMR (Mumps, Measles, Rubella), or any other immunization as required at that time. The School requires a medical certificate of a certified Allopathic doctor having a recognized degree in Medicine, as to the general health of the student or (where grounds for suspicion exist) make arrangements to test for illegal substances; parents would always be informed. The School Counselor, member of the staff or a medical practitioner acting conscientiously and in accordance with their code of professional ethics, may inform the Principal or a parent in confidence of any matter which in their opinion is material to the safety and well-being of the student and/or others.

(g) Sexual Abuse, Harassment & Ragging: The School takes every issue of sexual abuse, harassment and ragging with complete seriousness. Sexual Abuse, Harassment and Ragging are offences under the Indian Penal Code, POCSO Act 2012 and under specific laws passed by the Central and State Governments. The School shall, on being notified of any instance allegation of such activity, take strict action including but not limited to criminal proceeding and/or cancellation of admission against those found guilty of sexual abuse, harassment and /or ragging. Parents/Guardians are informed that the POCSO Act has been uploaded on the school website and the Anti Ragging Policy is published in the parent-student handbook/s and website and it is obligatory for them to ensure compliance of the applicable rules by their wards.

(h) Confidentiality: The School will take care to preserve the confidentiality of information concerning the student and parents. The parents, however, consent on behalf of themselves and the student to the School (through The Principal as the person responsible), obtaining, holding, using and communicating on a "need-to-know" basis, confidential information which, in the opinion of the Principal is material to the safety and welfare of the student and others, The parents consent to the School's communicating with any other school or college which the student attends or which a parent proposes the student should attend about any matter concerning the student or payment of fees, whether or not the information passing is also held in machine-readable form.

(i) Examinations, Reports and References: The School will enter a student for an examination only if the Principal is satisfied that such is in the best interests of the student. Information supplied to parents and others concerning the progress of a student and the character, examination, further education and career prospects of the student and any references will be given conscientiously and with all due care but otherwise without liability on the part of the School.

(j) Intellectual Property: The School reserves all rights and interests in any intellectual property rights arising as a result of the actions of a student in conjunction with any member of staff of the School and/or other students at the School for a purpose associated with the School. Any use of such intellectual property rights by a student is subject to the terms of a

license to be agreed prior to the use between the student, the student's parents and the School. The School will allow the student's role in creation/development of intellectual property to be acknowledged.

(k) Photographs, Video Clips: Photographs of student/s will be used in maintaining School records, and/or in the promotion of the School programs in newspapers, slide shows, or other media. The parents are aware that the school is under 24 hour CCTV coverage for the safety of the children and staff.

(l) Safety Drills: It is obligatory for all students to participate in Safety Drills which the School considers necessary or as required by law or as expedient to safety and well being of all students.

(m) Prospectus: The prospectus describes the broad principles on which the School is currently run and gives some details of its history and ethos. The prospectus is not part of any agreement between the parents and the School and documents supplied in the pocket inside the back cover are not part of the prospectus. Although believed correct at the time of printing, certain statements may be out of date from time to time. Parents wishing to place specific reliance on a statement in the prospectus should seek written confirmation of that statement before accepting Admission to the School.

(n) Interpretation: These terms and conditions supersede those in the prospectus and elsewhere and will be construed as a whole. Headings are for ease of reading only and are not otherwise part of the terms and conditions. Any waiver is effective only if given in writing by the Principal personally.

(o) Jurisdiction: This contract is executed at the School and is governed exclusively by the laws of India and jurisdiction of Courts in Vadodara, Gujarat, to the exclusion of all others.

7. I agree -

(a) To having read, understood and agreed to abide and support the school policies, procedures and code of conduct as stated herein in the Terms and Conditions For Admission and Studies at NISV and in the PSHB uploaded on the school website.

(b) To having understood that students participate in all activities in-house & out bound field trips for educational purposes, as a part of the regular school programme. All activities in-house & out bound (trips etc) would be supervised by staff or responsible adults who will exercise all reasonable caution. However, parents and guardians agree that the school or school board cannot accept responsibility for accidents either at the place of activity or en route.

(c) To meeting all financial responsibilities with respect to education of the child in the school.

(d) To meeting eligibility requirements for admission to the grade applied for, as stated in the application pack of NISV.

(e) That I have read the Protection of Children from Sexual Offences(POCSO) Act 2012(uploaded on the school website) understand and accept the said Act in totality.

(e) To giving their consent to Principal or Tutor in charge to act on their behalf, should the need arise for their signature during a medical emergency.

- (f) To adhering to changes, if any, in the standard terms and conditions of the school from time to time, as circumstances may require.
- (g) To accepting that the decision of the school management shall be final and irrevocable.
- (h) To accepting and agreeing that school reserves the right to revoke the admission / strike the name off the register of a student, on the grounds of a questionable sense of propriety and decorum on the parent's part or the conduct of the parent is or has been such that the relationship of trust and confidence which should exist between the school and parents has broken down.
- (I) That the information given/filled in the application form is true to the best of our knowledge. In case of any change in the information provided the application will be supported with the required legal document.
- (j) That the school reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect information.
- (k) That we have no objection to our child's/ parents' photograph being displayed in school hoardings and publications.
- (l) That the child can visit or be sent to the school counselor as and when required.
- (m) To having read the school policy & the circulars as and when given and abide by them and follow the communication channel laid down by the school.
- (n) That in an emergency, authorize the school to provide consent for medical attention for my child and agree to my child receiving such medical or surgical treatment as deemed necessary and understand that critical health information which will impact my child's education or well being will be given to the school.

Father's Name

Mother's Name

Signature (for school records)

Signature (for school records)

Date - _____

Date - _____

Guardian's Name

Student's Name

Signature (for school records)

Signature (for school records)

Date - _____

Date - _____



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