

## FORMS

Given Name	
First	Middle

8) Upon availability, if the school is able to offer admission to a student at or after start of 2nd term, the half IB Development fund and related Tuition fee will be charged. All other fees will be charged in full.

9) Upon approval of long leave request, 50% of charged Tuition fee shall be payable. All other fees shall be paid in full.

10) Students opting for DP course, DP anticipated OR students opting for subjects fewer than program requirements will pay regular Tuition fee and full IB Assessment fee.

#### **B) TRANSPORTATION FEE**

1) Students who opt for daily school transport have to pay the 'Transportation Fee' as prescribed from time to time. The same is payable along with the Tuition Fee.

#### **C) LATE / NON PAYMENT**

1) In the event of late deposit of fee a surcharge of Rs.2000/- shall be charged per collection.

2) No student, whose fee remains unpaid in full or part will be allowed to sit for internal or external board exams. Any and all results, reports, transfer certificates, recommendations and verifications for any purpose whatsoever will not be issued until clearance of dues in full.

3) If the outstanding fee is not paid in full or part following verbal and written reminder(s) the parent gives school management the right to stop the student from attending school OR to remove the student's name from the school register. Advance desposit of the student is non-refundable. Outstanding dues shall be payable in full.

#### **D) REFUNDS / WITHDRAWALS**

1) Students wishing to withdraw should give at least two months advance notice in writing.

2) In case of withdrawal, fee pertaining to the term falling in the notice period shall be payable by the student.

3) In the event of withdrawal without notice OR no show for more than 45 days without leave request or any related communication, the parent gives school management the right to remove student's name from the school register, advance deposit of the student is not refundable. Outstanding dues shall be payable in full.

4) Prospectus / Registration / and Admission Fee are Non-Refundable;

5) Any instrument / equipment / gadget or books and stationery purchased from / through the school are non-returnable and thus non-refundable.

6) In case the withdrawal in writing happens within the first two months of admission and parents have paid the annual fee, management being satisfied of valid and strong reasons for the same school may refund advance deposit and tuition fee on pro rata basis. Tuition fee for term falling in notice period shall be payable. All other fee shall remain non-refundable.

7) In case the withdrawal in writing happens and parents have paid the annual fee, management being satisfied of valid and strong reasons for the same school may refund advance deposit and tuition fee on pro rata basis. Tuition fee for term falling in notice period shall be payable. All other fee shall remain non-refundable.

8) In the case of expulsion from school for any reason whatsoever the advance deposit and any all fee is non-refundable. Outstanding dues shall be payable in full.

#### **E) ADVANCE DEPOSIT**

1) Any unpaid dues of the student shall be recovered from advance deposit.

2) The advance deposit shall be refunded within 45 - 60 days of withdrawal in writing, last day of attendance, distribution of IB documents (whatever applicable) after adjusting unpaid dues, if any;

3) Unclaimed advance deposit for a period exceeding more than six months from the last day of attendance of the student will be non-refundable.

#### **F) BANK CHARGES**

1) All bank charges pertaining to inward remittance of school fee, if any, shall be debited to student's account.

2) In the event of cheque / draft return, a sum of Rs.2000 besides the bank charges shall be debited to the student's account;

3) Fee shall be paid via cash or demand draft at designated bank only. No cash/cheque payment shall be accepted at school.

#### **G) BREAKAGES / DAMAGES**

1) All breakages and damages caused by student will be charged along with the Tuition Fee.

#### **H) HOSPITALIZATION**

1) All related costs of hospitalization for injuries caused during school hours and activities will be charged along with the Tuition Fee.

Parent's / Guardian's Signature: \_\_\_\_\_

Date: 

D	D	M	M	Y	Y



The  
International  
School

Primary Campus:  
D-88, Block 2, Clifton, Karachi 75600, Pakistan. Tel: +92 21 35373987, 35377340, 35830546 Fax: +92 21 35830171

Secondary Campus:  
F-23, Block 5, Clifton, Karachi 75600, Pakistan Tel: +92 21 35835805 -6 Fax: +92 21 35830171

Email: gdmision@tis.edu.pk, info@tis.edu.pk Web: www.tis.edu.pk



**I) FOREIGN STUDENTS**

1) Students bearing nationalities other than Pakistani will be charged in GBP (Applicable Fee Structure). Annual cost for foreign students includes admission and all fees, textbooks, uniforms and meals. It does not include Assessment Fee where applicable and international trips.

**J) RETAKE / TRANSFER CANDIDATES**

1) Tisians sitting for 6-month retake exams without resubmission of IA/Coursework can be registered by paying related Assessment fees only. Any resubmission of IA/Coursework will require payment of related Tuition fee.

2) Non-Tisians sitting for 6-month retake exams without resubmission of IA/Coursework can be registered by paying Admission and related fee along with Assessment fee. Any resubmission of IA/Coursework will require payment of related Tuition fee.

3) Students sitting for retake exams after 6 months without resubmission of IA/Coursework can be registered by paying Admission and related fee along with Assessment fee. Any resubmission of IA/Coursework will require payment of related Tuition fee.

4) Students transferring from other exam centres for writing exams will be required to pay Admission and related fee.

**I HEREBY ACKNOWLEDGE THAT I HAVE COMPREHENSIVELY READ AND UNDERSTAND THE TERMS AND CONDITIONS OF PAYMENT AS LAID DOWN IN THIS DOCUMENT. FURTHER I UNCONDITIONALLY ACCEPT THEM AS LONG AS MY CHILD IS A REGISTERED STUDENT OF THE INSTITUTION.**

Parent's / Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

D	D	M	M	Y	Y



Primary Campus:  
D-88, Block 2, Clifton, Karachi 75600, Pakistan. Tel: +92 21 35373987, 35377340, 35830546 Fax: +92 21 35830171

Secondary Campus:  
F-23, Block 5, Clifton, Karachi 75600, Pakistan Tel: +92 21 35835805 -6 Fax: +92 21 35830171

Email: admission@tis.edu.pk, info@tis.edu.pk Web: www.tis.edu.pk