# TERMS OF PAYMENT AGREEMENT

Parents / Guardians' Name												
	First						Mi	ddle				
Given Name												
	First						Mi	ddle				

PARENTS ARE STRONGLY ADVISED TO READ AND KEEP A RECORD OF THE AGREEMENT OR UNDERSTANDING WITH THE INSTITUTION , THE SIGNATURE OF THE PARENT OR GUARDIAN ON THE APPLICATION FORM AND THIS DOCUMENT IMPLIES LEGAL ACCEPTANCE OF ALL STATED TERMS AND CONDITIONS.

### ADVANCE EARLY ADMISSION

At the time of admission the student needs to pay:

- a) Application Fee (Non-Refundable)
- b) Advance Deposit (Refundable)
- c) Admission Fee (Non-Refundable)

#### **ADMISSION**

At the time of admission the student needs to pay:

- a) Application Fee (Non-Refundable) b) Advance Deposit (Refundable)
- c) Admission Fee (Non-Refundable)
- e) IB Development Fund (Non-Refundable)

And any fee as determined by the school board.

A) TUITION FEE

1) The Tuition Fee is applicable for the school academic year from August to May which is divided into two Terms:

Term 1 Term 2 August to December

- January to May 2) The Tuition Fee covers all of the teaching and other expenses (such as Science, Laboratory, Design Technology Workshop, Internal Examination Administration, Library Development, Computer Utility Fee and Internet Facility,
- 3) The Tuition Fee does not include or cover field trips and excursions, extra subject / learning support, English as a second language coaching, uniforms, textbooks, external examination fee (IB, \*IGCSE etc.), transportation, courier charges, stationery, damages, breakages, hospitalisation, individual and club memberships, specialised coaching for sports or other co-curricular activities, extra tutorials (eg. SAT), medical expenses and others.
- 4) There are three options available for payment of Tuition Fee. The default option for payment is quarterly plan.

i)Quarterly: in four installments ii)Bi-Annual: in two installments

- iii) Annual: Advance Yearly, full one-time payment, this carries a 5% rebate/discount on Tuition Fee only
- 5) All fee payment should be made by the due dates as indicated in the Fee Schedule as below:

Plan / Timeline	1st Payment	2nd Payment	3rd Payment	4th Payment
Quarterly	Time of Admission or 1st July	1st October	1st January	1st April
Bi - Annual	Time of Admission or 1st July	1st January	-	-
Annual	Time of Admission or 1st July	-		-

6) School reserves the right to revise / amend fee schedule, components and due dates.

7) Upon availability, if the school is able to offer admission to a student in the middle of a session, the fee payable (depending on plan payment opted) shall be calculated on pro rata basis for the balance period for which the student shall attend the school in an academic year considering the date of joining as the 1st day of the

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



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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 rélated 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

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:





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