

SCHOOL RULES AND REGULATIONS

ADMISSION :

1. The School reserves the right to refuse admission without assigning any reason to do so.

ACADEMIC :

2. Every endeavor is made by the school to help children to improve their performance and reasonable progress is possible only with the child's co-operation and parent's encouragement as well. Should a student consistently exhibit poor results, she/he will be liable for any action deemed necessary, even expulsion.
3. A parent whose child has failed to make the grade for promotion to the next class, may be asked to withdraw the child.
4. If a child has already repeated a class, at any stage during her/his stay in the school and still fails to make the grade for promotion, he/she will have to be withdrawn.

DISCIPLINE :

5. Ragging is strictly banned and is a criminal offence. Any student found doing so; will be liable for suitable criminal charges and the matter will be reported to police authorities.
6. Any child **leaving the school campus without written permission** from the Principal/Headmaster, Bursar or the in-charge administration will do so at the risk and responsibility of the parent.
7. **Bulling is banned** nor are children permitted to subject their juniors to any kind of physical/mental maltreatment. There is a continuous effort to instil high moral qualities in the children but should any child persist with any anti-social act, she/he will be liable to serious disciplinary action even expulsion, as deemed fit by the Head.
8. **A child involved in any immoral act** is liable to be expelled without any warning and there will be no reconsideration whatever. (Also read rule 27)

SCHOOL FEE:

9. School Fee is to be paid by the due dates or a penalty will be charged. If the arrears are not cleared within one month of the due date of payment, the parent may be asked to withdraw the child.
10. The School Management reserves the right to revise the school fee including the registration fee Annual Fee/Caution Money, Admission fee or the annual school tuition fee and other charges, at their discretion, as and when the need arises.
11. After due date a fine of Rs. 20/- per day will be charged (which may be revised) up to maximum for 30 days after that readmission fee would be charged (There shall be no consideration in any case whatsoever).
12. Payment should be made in cash or by a/c. payee cheque or draft in favour of **Imperial Academy Indore** or can be made through challan or online payment gateway on the website.
13. In case of cheque return Rs. 300/- would be charged against bank charges & in future. **No fees will be accepted through cheques.**
14. Fee and other charges will increase by 10%- 18% every year. Any other Govt. Tax levied by State/ Central/ Local will be paid by the parent.
15. Cheques will only be accepted before or on the last date of installment. After the due date, only cash amount will be accepted.
16. Service Tax/Income Tax/Corporation Tax/ any other taxes as applicable would be charged from the date of inception ordered by Govt.
17. Request for withdrawal must be given in the school office before January 15, failing to do so first installment fee would be charged.
18. The transfer certificate will be issued only after all school dues have been paid. At least three weeks time must be given for issuing the TC (Also Read Rule 24 & 26) .

INJURIES - FATAL OR OTHERWISE :

19. The school will not be responsible for any damage charges or in any way, whatsoever, for an injuries fatal or otherwise caused during the child's stay in the school. Even if these take place within or outside the school campus, while out on campus or while taking part in sports/games or any other form of activity of the school. The school will provide only emergency first aid available in the premises. Chronic ailments & emergencies cannot be treated in the school campus. All expenses that may be incurred in the treatment of such injuries will be borne by the parents/guardian of the child.

WITHDRAWAL

20. Ordinarily no withdrawal should be made during the academic session; if the need then a minimum of three months notice is mandatory for withdrawal which must be given on or before January 15 every year. If notice period is not given, then fees in lieu of notice period will be charged.
21. Withdrawal of a child from school has to be notified to the school office in writing by the person who had got the admission and by acquiring a signed acknowledgment from the office. The date of receipt of the letter/application for withdrawal will be treated as the date of withdrawal. Telephonic intimation or Email will not be accepted.
22. When withdrawal is to be made in the ensuing session the application for withdrawal should reach the School Office latest seven days after the start of the winter vacation i.e January 15, to notify that the child will not be returning to the school for the next academic year. (Also read rule 24 &25).
23. There will be no refund of fees in cases where the child has been expelled or his/her withdrawal has been requested for on disciplinary grounds. The Headmaster or the Disciplinary Committee of the school has the right to ask for the withdrawal of a child from the school. If they feel the situation so warrants and in their best judgement, they may not assign any reason for doing so. No fees will be refunded in such cases.
24. In cases where the refund of security deposit /Caution Money is applicable, all claims must be made, in writing, within Two months of the date -of withdrawal failing which no such claim will be entertained.

GENERAL:

25. Parents are advised to please inform the school office in writing for any change in postal address or change in Mobile/Telephone numbers , as this is very vital in -case of emergencies.
26. Whenever parents/guardians come to the school they must make it a point to visit the School Office, Please take permission before meeting your ward(s).
27. You are requested to carry your ID Cards to school on all your visits, which will be provided by the school.

28. Please refrain from giving any valuables to the children like ornaments, watches, cameras, i-pods, mobiles, audio/visual equipment etc. The school will not be responsible for any loss or damage of the same.
29. Students should respect and abide *by the dress policies adopted by Imperial Academy*. Neatness and cleanliness are encouraged. Any student who does not wear to school proper uniform will be sent home. Respect for the uniform is mandatory by all students.
30. Boys are expected to have hair neat and tidy and not long. Fad or engraved hairstyles are not permitted.
31. During winters, the blazers/ sweaters have to be cleaned and must be of appropriate fit for the student. Any blazer/sweater/ trouser/shorts/skirt/shirt/girls' shirt which is too long or improper fit or too big with respect to the students body structure will not be allowed in the school under no condition. The parent will be responsible to replace the uniform immediately.
32. Student should be in school by 7.35 AM. All children go directly to their classroom. Regular dismissal time is 3 PM.
33. School will take no responsibility of those students using their own private conveyance or city transport.
34. All correspondence from the parent regarding the welfare of the child, suggestion/ complaints, fees etc. must be addressed to the Principal giving the Name, Class of the child.
35. The school is a NO SMOKING/DRINKING ZONE. Parents/Guardians/Visitors are requested to refrain from smoking or drinking liquor in the campus.
36. In case of any dispute arising, the jurisdiction for such legal disputes will only be subject to district and sessions courts of Indore.
37. The school's management reserves the right to change, amend- add or delete any of the above mentioned rules and regulations, at any time without any prior notice.

I agree to support my child in getting to know and understand the school procedures and regulations and to support my child in following the school procedures and regulations. I myself agree to support Imperial Academy's core values (Excellence, Respect, Integrity, Compassion and Responsibility) and to act in accordance with these values in all interaction with Imperial Academy.

Date:

IMPERIAL ACADEMY