

# Shrewsbury

## International School

### INDIA

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## TERMS AND CONDITIONS

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SHREWSBURY FOR LIFE

## TERMS AND CONDITIONS

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Parents and/or legal guardians (hereinafter referred to as "Parents") agree to enter into a Tuition Fees Contract (hereinafter referred to as "Contract") with Shrewsbury International School India (hereinafter called "Shrewsbury India") and acknowledge to have read and accepted without reservation the terms and conditions.

### 1. ENROLMENT

- ✦ By signing this Contract and paying the Deposit and Admission Fee students will be enrolled.

### 2. RE-ENROLMENT

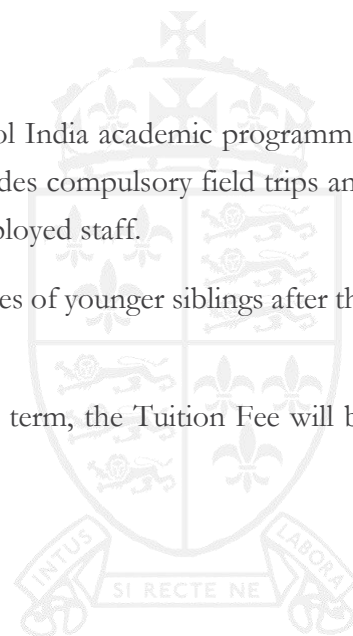
- ✦ Current students are automatically re-enrolled for consecutive academic years unless appropriate withdrawal is given as per the notice periods required as set out in Paragraph 9.

### 3. ONE-TIME FEE (FOR NEW STUDENTS)

- ✦ The Registration Fee: Payment of the Registration Fee will start the admission process. This payment does not secure a place, is non-refundable and is not credited towards the first term's fees.
- ✦ The Admission Fee: The Admission Fee covers the administrative admissions expenses. It is non-refundable and is not credited towards the first term's fees. Receipt of the Admission Fee, following the offer of a place, secures a place at Shrewsbury International School India. The Admission Fee will not be refunded if the student has been enrolled but does not attend Shrewsbury International School India.
- ✦ The Deposit Caution Money Fee: The Deposit Fee will be fully refunded when the student leaves Shrewsbury International School India provided Shrewsbury International School India is notified in writing and the correct notice period is given as set out in Paragraph 11 and all tuition fees are paid up to date and all Shrewsbury International School India property is returned. The Deposit Caution Money Fee shall not be refunded if the student has been enrolled but does not attend Shrewsbury International School India.

### 4. TUITION FEE

- ✦ The Tuition Fee covers all aspects of the regular Shrewsbury International School India academic programme. This includes charges directly associated with the education of students and includes compulsory field trips and all co-curricular activities delivered during the regular school day by internally employed staff.
- ✦ Sibling discount: A 10% sibling discount is offered. This is applied to the tuition fees of younger siblings after the first full paying child.
- ✦ When a student joins Shrewsbury International School India mid-way through a term, the Tuition Fee will be charged on a pro rate basis.



## 5. BOARDING FEE

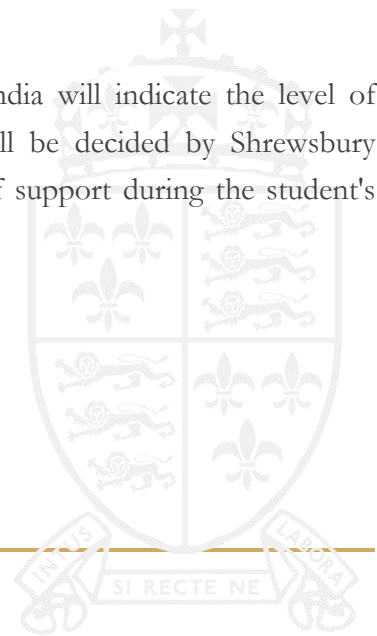
- ✦ The Boarding Fee covers all aspects of the regular Shrewsbury International School India boarding programme, including all meals during term time and boarding house accommodation. Payment of the Full Boarding Fee covers term time accommodation and meals throughout the week and during public holidays which fall during term time.

## 6. ADDITIONAL NOTES RELATED TO FEES

- ✦ The following are not included in the school fees: any medications, medical equipment and/or medical supplies prescribed by a medical professional, school uniform, books and stationery, optional residential trips, external examination entrance fees, and some extracurricular activities where these are run by external providers or incur additional costs. Shrewsbury International School India operates a Bring-Your-Own-Device Policy for technological devices, which requires all students to bring their own devices (meeting minimum requirements) for use in school.
- ✦ Fee Variation: During the term of this Contract, Shrewsbury International School India may at its sole discretion vary its fees. Any variation of fees will be communicated in advance to the Parents in writing.
- ✦ Responsibility for Fee: Parents who have signed this Contract are liable to Shrewsbury International School India for the whole of the Registration, Admission, Deposit, Tuition and Boarding Fees, unless Shrewsbury International School India has agreed in writing to look exclusively to any other person or organization for payment of the fees or any part of them. Nevertheless, Parents remain jointly and severally liable for the full payment of all invoices.

## 7. LEARNING SUPPORT PROGRAM

- ✦ Shrewsbury International School India will support students in need of intervention, including students who show particular strengths and talents, and students with study needs who would benefit from some regular support during the school day or after school.
- ✦ When students require additional support, Shrewsbury International School India will indicate the level of support needed and advise Parents of any extra fees. Levels of support shall be decided by Shrewsbury International School India, which may at its sole discretion change the level of support during the student's attendance at Shrewsbury International School India.



## 8. PAYMENT OF FEES

- ✦ All fees are payable in advance against the invoice on or before the due date.
- ✦ For existing students, the billing option will be automatically selected as per previous year, unless otherwise notified. All invoices must be paid in full, without deduction.
- ✦ Any claim on invoices must be made in writing within 15 working days of receipt. In case of enrolment during the year, fees are due upon receipt of the invoice. All other invoices should be settled within the indicated due date. No refund of fees can be claimed on account of absence through illness, expulsion or disciplinary measures, or any other circumstances not attributable to the school.
- ✦ The annual fees are split into two equal amounts.
- ✦ If the Tuition Fees are not paid by the due date, the student will not be authorized to attend classes, activities, examinations or graduation. If the Boarding Fees are not paid by the due date, the student will not be authorized to take up a boarding place. Reports, diplomas, recommendations or grade sheets will not be released until all financial obligations of the parents are settled.
- ✦ The parents undertake to pay an annual default interest of 12% p.a. for any late payment, as well as a fee of Rs. 1,000/- for issuing reminders after the first reminder. In the eventuality that a family has more than one child enrolled at Shrewsbury International School, the terms listed above will be applied to each child.
- ✦ Shrewsbury International School India has the right to change the payment terms in cases where current payment terms are systematically not respected. Expenses incurred by Shrewsbury International School India in the collection process will be charged to Parents.

## 9. WITHDRAWAL

- ✦ Any withdrawal must be communicated by completing the withdrawal form.
- ✦ To leave Shrewsbury International School India at the end of a term, written notification must be given to the Headmaster three months prior to the final day of that term.
- ✦ If the deadline for notification is not adhered to, the following term's Tuition Fees are due in their entirety. If, for any reason, Parents decide to withdraw their child from Shrewsbury International School India before the deadlines indicated, there will be no reimbursement in full or part of the current term's fees nor the following term's Tuition Fees.
- ✦ If, for any reason, the Headmaster requires the removal of a student from Shrewsbury International School India, no claim for the reimbursement or return of any portion of the total fees for the academic term (tuition, fixed charges, etc Boarding and Mess.) will be taken into consideration.
- ✦ The Headmaster reserves the right to suspend temporarily or permanently exclude a student who fails to maintain the required standards of good character, behaviour or academic effort.

- ✦ If a student is asked to leave Shrewsbury International School India due to a serious infringement of the school rules, Parents are expected to pick up their child by the end of the academic day. Shrewsbury International School India will endeavour to contact Parents by telephone in the first instance and in writing/by email. It is the Parents' responsibility to ensure that they or a legal guardian can be contacted at all times by the school. All expenses related to the suspension/exclusion of a student will be charged to the Parents.
- ✦ In the case of students receiving any type of Additional Learning Support, Shrewsbury International School India has the right to terminate the enrolment without any recourse to the courts and without any compensation in the following instance: Shrewsbury International School India considers it is no longer able to meet the student's needs. In the aforementioned case the decision to terminate the enrolment is taken by the Headmaster after having received advice from specialists where appropriate, as well as the Parents. Shrewsbury International School India will inform the Parents in writing, providing a notice of not less than 3 months.

## **10. SCHOOL OBLIGATIONS**

- ✦ While students are on the campus, Shrewsbury International School India undertake to act in loco parentis in respect of their education and welfare. This obligation will apply during school hours and at other times when the student is participating in activities organised by Shrewsbury International School India or the boarding programme.
- ✦ If a student requires urgent medical attention while under Shrewsbury International School India's care, Shrewsbury International School India will immediately contact the Parents.
- ✦ Shrewsbury International School India will monitor student's progress and produce regular written reports. Shrewsbury India will advise Parents of any concerns about a student's progress. Shrewsbury International School India will not undertake to diagnose special educational needs, for example, dyslexia or other specific conditions. Parents must arrange a formal assessment. Parents may be asked to withdraw their child without being charged fees in lieu of notice if, in the opinion of the Headmaster, the School cannot provide adequately for the child's special educational needs.
- ✦ In line with the law and good practice, Shrewsbury International School India looks to implement positive behaviour intervention strategies. In an emergency, the employment of physical restraint could be utilized as a last resort to avert immediate danger to the individual student or another person.
- ✦ Shrewsbury International School India reserves the right to contact the local authorities if a student is not collected at the end of the school term, unless prior arrangements have been made with the parents.



## 11. PARENTAL OBLIGATIONS

- ✦ Parents must complete and submit to Shrewsbury International School India a medical questionnaire for each student. Parents must inform Shrewsbury International School India of any health or medical condition, disability or allergy that their child has or subsequently develops, whether long-term or short-term, including any infections. If Shrewsbury International School India so requires, due to a health risk either presented by a student to others or presented to a student by others or by reason of a virus, pandemic, epidemic or other health risk, Parents will undertake to keep their child at home and not permit them to return to Shrewsbury International School India until such time as the health risk has been averted.
- ✦ Parents will inform Shrewsbury International School India of any situations where special arrangements may be needed in relation to their child. Shrewsbury International School India is entitled to treat any instruction, authority, request or prohibition received from any Parents who has signed this Contract as having been given on behalf of all Parents.
- ✦ Shrewsbury International School India expects full attendance during the school year. The Headmaster's prior consent should be sought for absence from Shrewsbury International School India.
- ✦ Shrewsbury International School India does not accept responsibility for the welfare of students when they are off school premises for activities unless they are under the supervision of a member of staff or participating in an authorised school activity.
- ✦ If Parents have cause for concern as to a matter of safety, care, discipline or progress they must inform Shrewsbury International School India without delay.
- ✦ Shrewsbury International School India has the right to terminate the enrolment without any recourse to the courts and without any compensation in the following instances:
  - Parents fail to disclose information relevant to learning, emotional or behavioural issues
  - Parents fail to collaborate in following up the recommendations of the School (i.e. assessments, counselling, additional therapies).
- ✦ In each of the aforementioned cases the decision to terminate the enrolment is taken by the Headmaster after having received advice from any third party including but not limited to therapists / specialists where appropriate, as well as the Parents. Shrewsbury India will inform the Parents in writing providing a notice of not less than 3 months.

✦ In order to fulfil Shrewsbury International School India's obligations, Shrewsbury International School India needs Parent's cooperation, in particular by fulfilling their own obligations under the Terms and Conditions. These include but are not limited to:

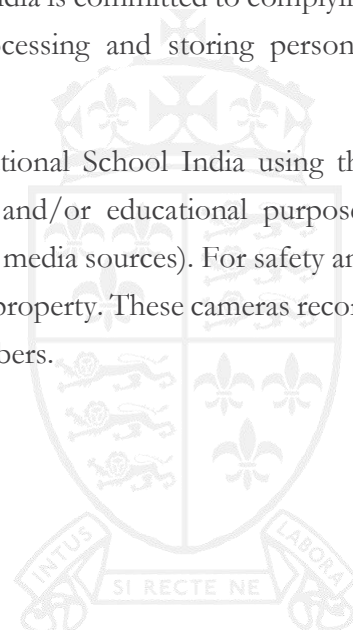
- Encouraging students in their studies;
- Giving appropriate support at home;
- Keeping Shrewsbury International School India informed of matters which affect the student;
- Maintaining a courteous and constructive relationship with Shrewsbury International School India staff;
- Attending meetings and maintaining contact with Shrewsbury International School India concerning the student's interests.

## **12. ATTENDANCE**

- ✦ Family and social obligations must not interfere with punctual attendance at school and regular work. Absenteeism for medical reasons must be reported before 8 a.m. on the day to the reporting time for boarders.
- ✦ Requests to be absent for any other reason (compassionate/ family reasons etc.) must be made in writing to the Headmaster. If this is refused, absence is recorded as unauthorized. A student who is habitually absent from Shrewsbury International School India may be asked to repeat the year and in exceptional cases may not be allowed to sit in examinations able to graduate.

## **13. USE OF PHOTOS, SECURITY CAMERAS AND DATA PROTECTION**

- ✦ Shrewsbury International School India takes data protection and its responsibilities seriously to correctly and lawfully treat personal data as a data controller. Shrewsbury International School India is committed to complying with legal obligations and practicing industry standards when collecting, processing and storing personal information.
- ✦ By signing this contract, Parent's provide their consent to Shrewsbury International School India using the pictures taken during the school year for publicity, campaigns, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet or other media sources). For safety and security Shrewsbury International School India has installed CCTV cameras on its property. These cameras record visual images and sound recordings for the safety of both students and staff members.



#### 14. LIABILITY FOR DAMAGE AND THEFT

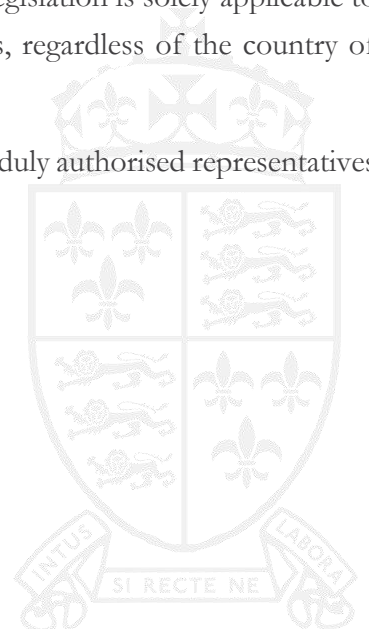
- ✦ Any school property damaged by students is the sole responsibility of the Parents of the students who caused the damage. Shrewsbury International School India declines all responsibility in the event of theft, including personal belongings, money, documents, jewellery or other valuables. Parents will hold Shrewsbury International School India blameless and will immediately cover and indemnify in full Shrewsbury International School India for all consequences and damage resulting from such action and from any unlawful act, however small, caused intentionally or as a result of negligence by the student to any property owned by Shrewsbury International School India or to the School's image and reputation.

#### 15. SEVERANCE

- ✦ Should any provisions of this Contract be held to be invalid or unenforceable then such provisions shall be given no effect and shall be deemed not to be included in this Contract but without invalidating any of the remaining provisions of the Contract. Parents and Shrewsbury International School India shall then use all reasonable endeavours to replace the invalid or unenforceable provision by a valid provision, the effect of which is as close as possible to the intended effect of the invalid or unenforceable provision.

#### 16. GENERAL LIABILITY, ACCEPTANCE, APPLICABLE LAW

- ✦ This Contract shall be governed by and construed in accordance with the law of India and the Parties hereby submit to the exclusive jurisdiction of the Courts of Bhopal in respect of this agreement. These Terms and Conditions invalidate and replace all previous Terms and Conditions. Shrewsbury International School India reserves the right to modify them at any time. When this Contract is signed, these Terms and Conditions are considered accepted. Parents accept these Terms and Conditions from the moment the student is present at Shrewsbury International School India, even if the contract is not signed. Indian legislation is solely applicable to all matters arising from these Terms and Conditions and the related agreements, regardless of the country of residence of the parents or legal guardians.
- ✦ In witness whereof, the Parties have caused this Agreement to be executed by their duly authorised representatives as of the date below.





For and on Behalf of Shrewsbury International School India

By:



**Mr. Dominic Tomalin**  
Founding Headmaster

To be signed and dated by all Parents and Legal Guardians.

Signature: ..... Name: .....

Signature: ..... Name: .....

Date: .....

