

The Lords International School System

SCHOOL FEE POLICY:

All parents must fully read and accept the terms & conditions below.

All students, parents and guardians must observe the following rules and regulations as outlined in this Policy Note regarding school fees.

1. A one-time Registration and Admission fee will be paid by all new students (in full) at the time of admission. Registration and admission fees are non-refundable. Security Fee is payable at the time of admission and is refundable at the time of withdrawal. For students leaving mid-way, balance payment of tuition fee is not refundable.
2. The tuition fee and other funds are calculated for one full academic year. However, for the convenience of parents, all dues are collected on bimonthly basis.
3. School fee is charged session to session as following:
 - Pre School CDC & KG August to August
 - Grade I to VII August to August
 - Grade VIII August to February
 - Grade IX & X Matric March to April
 - Grade IX & X O Level March to June
4. Fees are payable in advance on bimonthly basis according to the following schedule
 - January and February Payable by 5th January
 - March and April Payable by 5th March
 - May and June Payable by 5th May
 - July and August Payable by 5th June
 - September and October Payable by 5th September
 - November and December Payable by 5th November
5. For new students tuition fee is paid for the full month irrespective of the date of joining in that month. Tuition fee for the full year or 12 calendar months (which includes June-August period) is to be paid in full.
6. Fee Bills are issued latest by 20th of the month prior to the billing month and sent home through students. It is the responsibility of the parents to inquire from the school office if they do not receive the Fee Bill by the 25th of the prior billing month. All dues are paid

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directly to The Lords International School Account in Soneri Bank, Liberty Market Branch and in Faysal Bank, Gulberg Industrial Area branch. The due date is marked on the Fee Bill. We do not receive cash fee in school office.

7. Recreational and educational trip money will be charged separately.
8. July–August fee can be paid on monthly basis. Parents have the option to pay fee for up to a year in advance.
9. There is late payment charge to be levied on Fee Bill by the Bank if the Fee is late by the due date as specified on the Fee Bill. Late Payment Charges Rs 20/- per day after the expiration of due date along with Rs 150/-
10. Scholarships and sibling concessions are only for deserving students and are given on yearly basis and have to be renewed annually.
11. Scholarships are given only to the outstanding, talented, well behaved and deserving students and would be reassessed on the basis of academic results, behavior report and financial condition of the parents/guardians.
12. No refunds for any payments will be made if student is suspended on disciplinary grounds, and parents or guardians will be liable to pay for any damages caused to the school property as per the student disciplinary procedure as determined by the school management.
13. For returning student, all previous dues including any fines must have been cleared. Non-payment or underpayment of dues may result in suspension of enrollment, refusal to CIE/Matric exam registration, refusal to re-register and withholding of student's records.
14. The school reserves the right to hold student's result, transcripts, roll number, examination entries, school leaving and other certificates if the dues are not cleared.
15. Students, who join the school during the session, are charged full fee for the session.
16. Tuition fee and all other charges are reviewed annually and are based on inflation and a number of other factors that affect costs and overheads. Tuition fees normally increase at the rate of 0-8% per year.
17. The Security Deposit must be claimed within two years of the School leaving date. After this period the deposit shall not be refunded.

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18. There will be no fee concession for the period that a child may have stayed away from school, due to illness, social commitments, visit abroad or any other reason.
19. If the school is closed due to emergency, epidemic (Dengue etc) and earthquake or for any other reason on Government order for any length of time, parent / guardians shall pay the fees with regularity by 5th of respective month. The salaries to the teaching staff, administrative and support staff etc. have to be paid during the closed period.
20. If fee is overdue for one month or more, the child will be suspended from the school.
21. The tuition fee, once paid, is not refundable irrespective of whether the student leaves the school voluntarily or is asked to leave the school on academic, discipline or any other grounds. The same applies to students whose examination entries are not sent by the School and who may or may not appear in any examination privately. In case a month's notice fee is not paid, it will be deducted from the security fee. (Please refer to 'Request for School Leaving Certificate Form SLC – 15' for more details)
22. A fine of Rs 100/- per day would be imposed on Senior Section Students in case of absence without application and medical certificate.
23. Mock Exams & Tests Rs 4500/- is charged from Senior Section (Grade IX & X) with Nov-Dec Fee.
24. If a student is withdrawn in the 9th and 10th class, the entire session fee will have to be paid, as at that time, school cannot admit any child and seat will have to remain vacant till the end of the year.
25. Withdrawal from the School requires at least 1 month's notice or 1 month's fee in lieu of notice. School Leaving Certificates/results etc are not issued without compliance with this rule.
26. All parents and guardians are responsible for the payment of school dues. They will read and sign an undertaking for compliance with the School's Policies as outlined in this 'School Fee Policy' and 'Home School Agreement'.
27. The School reserves the right to revise and make alterations to its policies.

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28. The Lords International School shall not provide an 'Admission Slip' or confirm admission to any student if the parent/guardian has not submitted and duly signed the following documents at the time of admission;

- a) 'Student Admission Form' - duly signed and submitted
- b) Acceptance of 'Home School Agreement - duly signed and submitted
- c) Acceptance of 'Tuition & Fee Policy' - duly signed and submitted
- d) Acceptance of 'Student Code of Conduct – duly signed and submitted