

School Terms & Conditions

Nursery - Class XII

NOTE: Parents/guardians of the child are requested to read all the information in this document very carefully and then sign the document, as your signature will be considered an acknowledgement of the rules and regulations and an assurance to abide by the same in any given situation. These terms and conditions in this document are applicable from the time of admission till the time the child leaves the school. Any change in the terms will be notified through written communication to the parents via common notice forums or personalised written communication.

***Please note, one of the parents or guardians (only in the absence of both parents) is required to sign on every page of this document**

1. SCHOOL DISCIPLINE

- a. Maintaining discipline in school and abiding by the school's rules is the first and foremost responsibility of the child.
- b. The parents/guardian are required to ensure that their child follows all the rules and regulations of the school. The school rules & regulations, along with the fines & penalties, are updated in the School Discipline Handbook. The school discipline handbook can be accessed through ODMConnect, post-confirmation of admission.
- c. If the child is found violating any rule per the school's students' discipline handbook, he/she will have to abide by the action or penalty mentioned in the handbook. In addition, the child's parents also have to comply with the same.
- d. In case of a serious violation, the School Disciplinary Committee will determine the disciplinary action. Any decision passed by the School Disciplinary Committee will be deemed final.
- e. Parents/guardian in case they find the disciplinary action or penalty inappropriate, then they can appeal against the decision directly to the school's management, who can review the decision of the Disciplinary Committee or Penalty if found unjust.
- f. The parents/guardians of the child are required to maintain discipline inside the school campus and ensure that they don't misbehave with the school's staff in any scenario. The school management reserves all the rights to request the parents to leave the school campus or issue TC to the child from the school if they find enough evidence against a parent continuously misbehaving with school staff or creating an unpleasant situation inside the school.

2. SCHOOL FEES

- a. The school management reserves the sole right to decide on the school fees (*along with other additional fees*) and the Annual hike of the fees *duly approved by the school managing committee*.
- b. The school management does assure to abide by the norms of CBSE and State Government (*subject to the validity, applicability and non-conflicting nature of the norms laid out by the CBSE or state government*)
- c. The school fees structure follows a quarterly/instalment payment schedule and some one-time fees

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component to be paid at the start of the academic year. For existing students, The fee structure for every academic year will be published in the notice forums before the beginning of the academic year.

- d. The school will compulsorily charge complete Admission Fees/Enrollment Fees (as applicable) from any new student joining the school either at the start or in between any academic session.
- e. If and when separate optional fees are charged for other facilities or provisions such as transport, books & notebooks, uniform or any event or other optional facilities, the detailed fees structure, payment terms etc. will be intimated through circulars.

3. EDUCATIONAL SCHOLARSHIPS

- a. There are pre-defined scholarship criteria published on the school website and information booklet every academic year.
- b. The school management reserves the right to provide educational scholarships based on these or any additional exceptional criteria.
- c. Any additional scholarship (*merit or need-based*) beyond the mentioned criteria is purely subjective and based on the school management's decision. Therefore, no Parents/guardians can question the same or expect the same pattern across cases.
- d. The school doesn't generally entertain need-based scholarships as it is a private un-aided educational institution.
- e. Parents can't compel the school management for any kind of scholarship.
- f. The school management reserves the right to withdraw any scholarship awarded to any child in the following scenarios, and the parents will be expected to pay the complete school fees for that academic year

I. Less than 75% attendance in School
II. Less than 80% (Aggregate) in Class XI School Annual Exam
III. More than three warnings or undertakings by the student in any disciplinary cases in school.

4. ACTION AGAINST DELAY IN FEES PAYMENT

- a. The Parents/Guardians must deposit the children's school fees on time. Late submission of school fees will lead to late fine charges communicated by the School Accounts Team or updated in the school software. The fine will be levied based on the fine policy for that particular academic session. The school will communicate any change in the fine policy through proper written communication.
- b. In case any Parents/Guardian delay paying the school fees, school management reserves the right to the following actions and the Parents/Guardian are required to abide by the same

Delay in payment for One Quarter/Installment*	4.c.1	Late fine will be charged**
Delay in payment for two Quarters/Installments*	4.c.2	Along with actions mentioned in 4.c.1 i. Withholding publication of results & answer sheets ii. Stopping of academic & other services of school

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Delay in payment for three or more Quarters/Installments*	4.c.3	Along with actions mentioned in 4.c.2 i. Non-Issuance of Admit Card for Final Exam ii. Withholding promotion iii. Non-issuance of TC (<i>until all fees are cleared</i>)
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*Quarter/Installment- As Applicable

**Late fine charges will continue being charged until the final payments are made

In case of provisional admission of any student in Class XI, if the payment for confirmation of admission is not deposited within the specified deadline date, the admission team reserves all the rights to consider the provisional admission cancelled and take another admission in place of the same seat reserved for the candidate.

- c. In any other situation of default of payment, the school management’s decision will be final and has to be abided by the parent.

5. Change Of Plan (DS/DB/Res), Change of School/Campus and TC

- a. Changing the academic plan between Day Scholars, Day Boarding and Residential or any other wing/plan within the same school in principle is restricted. However, in unavoidable situations, the school management can consider the request, subject to the availability of seats in the plan the student desires to change to.
- b. In any case of a change of plan within the same school in the middle of any academic session, the parent must pay for the higher plan for that particular academic year (*all components of the total fees*). The school will provide no concession to the parent. In other words, if the parents/guardian changes the plan in the middle of the session, he/she has to pay for the higher plan for the whole academic year.

None of the charges (even if the facility is not availed for the whole academic year) will be refunded. This is a penalty charged for holding the seat and denying admission to other deserving candidates for that particular seat.

- c. If the parent wishes to transfer to any other school of ODM, the admission fees/enrollment fees won’t be applicable, and the parent will have to adhere to the fees policy of the new school.
- d. On changing of campus under the same school, the parent will be liable to pay the fees of the new campus. If the change happens at the beginning of the year, the parent would be required to pay the fees of the new campus for the entire academic year. If the change happens during the mid-session, the parent would be liable to pay the new campus’s fees from the beginning of the month the child will join the new campus.
- e. In case of transfer, The additional charges, such as for Uniforms, Study Materials (like books, notebooks, Study Tablet), School Bags, or any accessories and etc., will have to be paid by the parents separately as applicable in the new campus or new school. There won’t be any refund of charges paid for all these in the existing campus or school.
- f. The application must be filed online if a parent plans to apply for TC. Any application is only approved post the clearance of all remaining school fees, clearance from all departments of ODM, and the final approval of

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the school's principal.

- g. In case a child is a scholarship holder and is enrolled in any special batch of the school (such as Pinnacle, Scholars, Nucleus 40), any request for a change of the batch will lead to disqualification of the entire scholarship amount. The scholarship would be waived off, and the parents would have to pay the fees equivalent to that of non-scholarship students for the entire academic year.

6. FEES REFUND CRITERIA

A. Non-Scholarship Students

Cancellation of Provisional/Confirmed Admission*	<ul style="list-style-type: none"> ➤ No refund of admission/enrollment fees & caution money ➤ No refund of fees which are charged one-time for the entire year -School will refund all remaining fees**
Cancellation of Provisional Admission (by school) Applicable for Class XI students who have been on the waitlist in the entrance test	<ul style="list-style-type: none"> ➤ Refund of all fees except INR 20,000, which will be deducted as processing charges
Application for TC** (once the classes for the academic year commence)***	<ul style="list-style-type: none"> ➤ No refund of admission/enrollment fees ➤ No refund of fees which are charged one-time for the entire year ➤ No refund of fees until the last day of the last attending month of the child or the last day of the month of application of TC, whichever is later. ➤ School will refund all remaining fees ➤ Caution money will be refunded only if TC is issued

*Before the classes officially commence, any new admission will be considered under this stage

**This refund criterion won't cover the optional or additional fees such as Transportation, etc. (if charged) as these optional or additional fees would have separate payment terms and refund terms which will be mentioned in the official circulars (*circulars would be sent out when the school will charge these fees*)

***Once the academic classes commence and the student has attended one day's class, TC has to be issued, and the case can't be considered a case of admission cancellation.

B. Scholarship Students

Cancellation of Provisional/Confirmed Admission*	<ul style="list-style-type: none"> ➤ No refund of admission/enrollment fees & caution money/security deposit ➤ No refund of fees which are charged one-time for the entire year ➤ No refund of security money (if charged) ➤ School will refund all remaining fees**
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<p>Application for TC (once the classes for the academic year commence)***</p>	<ul style="list-style-type: none"> ➤ No refund of admission/enrollment fees ➤ No refund of fees which are charged one-time for the entire year ➤ No refund of security money (if charged) <p>The scholarship would be waived off, and the parents would have to pay the fees equivalent to that of non-scholarship students until the last day of the last attending month of the child or the last day of the month of application of TC, whichever is later.</p> <ul style="list-style-type: none"> ➤ School will refund all remaining fees** ➤ Caution money will be refunded only if TC is issued
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*Before the classes officially commence, any new admission will be considered under this stage

**This refund criterion won't cover the optional or additional fees such as Transportation, etc. (if charged) as these optional or additional fees would have separate payment terms and refund terms which will be mentioned in the official circulars (*circulars would be sent out when the school will charge these fees*)

***Once the academic classes commence and the student has attended one day's class, TC has to be issued, and the case can't be considered a case of admission cancellation.

C. Any withdrawal by the students from any special academic batches post attending the classes, such as Nucleus 40, Scholars Batch or etc., where the school is paying the academic/faculty charges to another organization, these withdrawals will lead to a penalty of ₹25,000/- (one-time).

7. SUBJECT COMBINATION (Selection/Change)

- a. At the time of provisional admission (of Class XI students)/admission (of students of other classes), parents/guardians are requested to discuss with the children and carefully finalise the subject combination for the student.
- b. Please note that each subject combination has a fixed number of seats (*internally decided by the school*). Therefore, a child's provision of a particular subject combination is purely based on the no. of seats available for that particular subject combination.
- c. Any request from the parents/guardian to change the combination of subjects for their children in the future will be ventertained only once (*irrespective of the subject change charges being paid*), and it will also be based on the availability of seats for a particular subject combination.
- d. Any request to change the subject combination post the provisional admission/admission process will have the following processing charges

All Classes (except Class XI & XII)	₹1500/- (<i>if changed during an academic session</i>)
Class XI & XII	₹5000/- (<i>if changed anytime before completion of Class XII</i>)

8. PROVISIONAL ADMISSION CRITERIA (Applicable for Class XI students only)

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The admission in Class XI (*post the selection of the child in the school entrance test and before the publication of Class X results by the board in which the child has appeared the exam*) is purely provisional.

The following set of rules will apply to a case of provisional admission

- I. If the child has qualified for the school entrance, the confirmation of admission will only happen after the publication of Official Class X results by the education board under which the child appears in the Class X exam. After that, a child can confirm the admission by submitting necessary documents such as School-Leaving Certificate, Marksheet, and Conduct and Migration Certificate.
- II. If the child was on the waiting list for the school entrance and has then been provisionally admitted into the school, the confirmation of admission will happen after the publication of Official Class X results, provided the child has secured the following marks -

Science Stream	At least 75% in aggregate with 75% marks in Math & Science
Other streams	At least 60% in aggregate

The necessary submission of documents as mentioned in point 8.(I) is required for confirmation of admission.

- III. In case the child doesn't submit the original documents of the School Leaving Certificate, Marksheet, Conduct and Migration Certificate by a given deadline by the School Admission Team, the school management reserves the right to cancel the admission (*provisional/confirmed*) of the child without refund of any fees.
- IV. In any other situation of provisional admission, the Admission Committee and Admission Head reserve the final right on the decision to be taken and the parents/guardian are required to abide by the same

9. GENERIC CLARIFICATIONS

- I. In the school, no hostel seat in any particular room or building is guaranteed or can be guaranteed for any student. The allotment of the seats is purely done on a random or a first-come-first-serve basis, depending on the decision of the boarding team & management. Parents can't force the school or boarding team to get a particular bed/room/block or building.
- II. The school doesn't provide door-to-door transport services for any student. There are pre-fixed locations and stoppages where the school bus will stop for the pick-up & drop-off of the students. In case any stoppage or location is not present in the list, the parents can raise requests, but the approval of these requests is subject to the final decision of the transport team & school management.
- III. For promoted/old students, there would be an annual session fee charge which will be charged at the beginning of every academic year for the upgradation of school infrastructure, new innovation & adoption of new initiatives of school students.
- IV. Purchasing the school uniform, books & notebooks from certified vendors is mandatory for any student. This is being done to ensure uniformity of the school dress code, books edition & notebooks.

10. MISCELLANEOUS

- a. In any other scenario (*not mentioned in the terms and conditions*), the school management holds the sole

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authority to make the final decision. The parents/guardian are required to abide by the same.

- b. In case of any dispute, the parents/guardian must resolve the issues directly with the school management first through arbitration and then take legal shelter with courts of Bhubaneswar or Cuttack in Odisha only, if not satisfied with the arbitration outcome with the school management.

DURING ADMISSION PROCESS

We, the Parents/Guardian of _____, seeking admission in Class _____, Wing _____ of ODM Public School, declare to have carefully gone through the terms and conditions mentioned in the document above and assure to act accordingly. We further declare that we have read the document with our full conscience and are not being forced to sign this document by anyone. We shall not claim any undue advantage/fees beyond the scope of these terms and conditions sheets and shall not hamper the dignity and image of this educational institution.

Date:

Place:

Signature of Father/Guardian

Signature of the Mother/Guardian

Signature of Student

Full Signature of Parent/Guardian: _____