

**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/guardian (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's disciplinary committee will publish the rules and regulations in Student Discipline Handbook and might update this yearly. This digital student handbook would specify which actions are prohibited in the school and the action or penalty that would be taken if any student is found violating the same.
- c. If the child is found violating any rule as per the school's students' discipline handbook, he/she will have to abide by the action or penalty as 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. The parents/guardian, in case they find the disciplinary action or penalty inappropriate, can appeal against the decision directly to the management of the school, 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 in no scenario, they misbehave with the school's staff. 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 component to be paid at the start of the academic year. For existing students, The fees structure for every academic year will be published in the notice forums before the beginning of the academic year.

Full Signature of Parent/Guardian: Sadyamal mistra.



- 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, 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 solely reserves the right to provide educational scholarships based on these criteria 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/Guardian must deposit the children's school fees in 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 delays on paying the school fees, school management reserves the right for 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 fines will be charged**
Delay in payment for two Quarters/Installments*	4.c.2	<b>Along with actions mentioned in 4.c.1</b> i. Withholding publication of results & answer-sheets ii. Stopping of academic & other services of school
Delay in payment for three or more Quarters/Installments*	4.c.3	<b>Along with actions mentioned in 4.c.2</b> i. Non-Issuance of Admit Card for Final Exam ii. Withholding promotion iii. Non-issuance of TC ( <i>until all fees are cleared</i> )

\*Quarter/Installment- As Applicable

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

Full Signature of Parent/Guardian: \_\_\_\_\_

*Sadyamal Mishra*



**Special Case for Class XI**

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, 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, subject to the availability of seats in the plan the student desires to change to.
- b. In any case of 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 sections 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 in the middle of the year, then the parent would be liable to pay the new campus’s fees from the beginning of the month in which the child will join the new campus.
- e. If a parent plans to apply for TC, the application must be filed online. Any application is only approved post the clearance of all remaining school fees, clearance from all departments of ODM, and the final approval of the school’s principal.

**6. FEES REFUND CRITERIA**

**Non-Scholarship Students**

Cancellation of Provisional/Confirmed Admission*	-No refund of admission/enrollment fees -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) <i>Applicable for Class XI students who have been on the waitlist in the entrance test</i>	-Refund of all fees except INR 20,000, which will be deducted as processing charges

Full Signature of Parent/Guardian: Saayanat Mishra



Application for TC (once the classes for the academic year commence)***	-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**
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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, TC has to be issued, and the case can't be considered a case of admission cancellation.

### Scholarship Students

Cancellation of Provisional/Confirmed Admission*	-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) -School will refund all remaining fees**
Application for TC (once the classes for the academic year commence)***	-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)  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.  -School will refund all remaining fees**

\*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, TC has to be issued, and the case can't be considered a case of admission cancellation.

## 7. SUBJECT COMBINATION (Selection/Change)

- 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 finalise the subject combination for the student carefully.

Full Signature of Parent/Guardian: Sadyamal nishra



- 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 only entertained 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)	INR 1500 ( <i>if changed during an academic session</i> )
Class XI & XII	INR 3500 ( <i>if changed anytime before completion of Class XII</i> )

### 8. PROVISIONAL ADMISSION CRITERIA

(Applicable for Class XI students only)

- a. The admission in Class XI (*post the selection of 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 in 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, Conduct and Migration Certificate.
- ii. If the child was on the waiting list of 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.a.(i) is required for confirmation of admission.

- iii. In case the child doesn't submit the original documents of School Leaving Certificate, Marksheet, Conduct and Migration Certificate in 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

Full Signature of Parent/Guardian: \_\_\_\_\_

*Jadhawal- nishra*



**MISCELLANEOUS**

- a. In any other scenario (*not mentioned in the terms and conditions*), the school management holds the sole 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 SHRADHA MISHRA, seeking admission in Class 3, 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 in 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 condition sheets and shall not hamper the dignity and image of this educational institution.

Date: 03/07/2022

Place: Scotland, UK

Sadyamat Mishra  
Signature of Father/Guardian

Shivani Mishra  
Signature of the Mother/Guardian

Signature of Student

Acknowledgement of Receipt of one  
copy of this Terms and Conditions

Sadyamat Mishra  
Signature of Parent/Guardian

Full Signature of Parent/Guardian: Sadyamat Mishra