



**SREENIDHI**  
EDUCATIONAL GROUP



**SREENIDHI**  
INTERNATIONAL SCHOOL  
KINDLE THE LIGHT WITHIN



## ADMISSIONS POLICY

Approved By: **Sreenidhi Board of Directors**

Date Updated: **MAY, 2023**

Review Date: **MAY, 2025**

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## I SREENIDHI INTERNATIONAL SCHOOL

### ➤ Mission

Sreenidhi International School cultivates an intellectually challenging environment through holistic and impactful learning, fostering innovation, diversity and student voice, choice and ownership of learning to create internationally minded individuals.

### ➤ Vision

To create internationally minded, socially responsible global citizens.

## II INTERNATIONAL BACCALAUREATE MISSION STATEMENT

“The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end, the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment that encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.”

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## IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

### INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

### KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

### THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

### COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

### PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

### OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

### CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

### RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

### BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

### REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

### III ADMISSIONS COMMITTEE @ SREENIDHI

The Admissions Committee reviews, revises and approves the Admissions Policy annually, and consists of the Pedagogical Leadership Team and Admissions Manager.

Sreenidhi International School has been established to provide an outstanding education to students from all backgrounds. The School admits students with a diverse range of nationalities as well as economic, cultural, ethnic and religious backgrounds. Successful applicants have the capacity to benefit from the educational programmes provided by the school, and can demonstrate leadership in community service, sports, the arts, and other co-curricular activities.

The School embraces IB philosophy and its inquiry-focused holistic platform across all programmes, striving to provide students with a challenging yet balanced academic foundation. It emphasizes the importance of enquiry, persistence, dedication and reflection to achieving strong academic results, as well as meaningful outcomes in sports, artistic performances and service initiatives. This instills a sense of pride, duty and social responsibility in students who embrace their future as lifelong learners and global citizens, giving back to their communities on local and international levels.

### IV IB PROGRAMMES @ SREENIDHI | Indian equivalent| British equivalent

- International Baccalaureate Primary Years Programme| Nursery-Grade 5 | Reception to Year 6
- International Baccalaureate Middle Years Programme | Grades 6-10 | Years 7-11 |
- International Baccalaureate Diploma Programme | Grades 11-12 | Years 12-13 |

### V MEMBERSHIPS WITH INTERNATIONAL ACCREDITATION ASSOCIATIONS:

Council of International Schools (CIS)

New England Association of Schools and Colleges (NEAC)

### VI CHILD PROTECTION @ SREENIDHI

Every child matters and keeping children safe is the responsibility of everyone at Sreenidhi International School. We recognize that the welfare of children is paramount, and that all children have the right to be protected from all types of harm. The school has developed and received Board approval for its comprehensive **Child Protection Policy** that aligns with all the laws of India, as well as the UN convention on Child Rights. The policy has been shared with all community stakeholders and has been translated into regional languages to promote a better understanding of its implications. Everyone who has contact with our students on campus or school-sponsored events and activities

outside school is bound by the Policy. Parents and guardians must also read the policy and sign the Undertaking Form to verify their agreement with it.

## VII ADMISSIONS PROCESS @ SREENIDHI

### Age Criteria and Grades:

- a) **EYP1-PYP1:** For the students seeking admission to school for the first time, the age criteria are as follows:
- EYP1:** 3 years old as of 31<sup>st</sup> December of the year of entry
  - EYP2:** 4 years old as of 31<sup>st</sup> December
  - EYP3:** 5 years old as of 31<sup>st</sup> December
  - PYP1:** 6 years old as of 31<sup>st</sup> December
  - PYP2-PYP5:** 7 to 10 years old as of 31<sup>st</sup> December

**Important note:** Age criteria are applied strictly as above, with evidence required in the form of a birth certificate issued by a competent authority. No exceptions.

From **PYP2 to PYP5**, admission is based on the Transfer Certificate and applicant's Progress Cards from previous school(s). Out-of-age transfer students will be required to meet with the PYP Coordinator to assess the student's social, emotional and physical development in relation to the entry grade-level standards. If joining from another school, a previous teacher's recommendation is required to better understand the applicant's strengths and weaknesses.

- MYP1-MYP5:** 11 to 15 years old as of 31<sup>st</sup> December
- DP1-DP2:** 16 to 18 years old as of 31<sup>st</sup> December

Applicants seeking entry to **MYP4 to DP2** are required to take entrance tests in English and Math suitable to their prospective grade level. They will also meet with the respective Programme Coordinator to gauge the applicant's demonstration of IB Learner Profile attributes and Approaches to Learning skills. Based on these evaluations, the Head of School may recommend admission of the applicant either 1) without stipulations or 2) with stipulations as to courses or level to be studied. Admission may also be refused in some cases without stating the reasons why.

Admissions staff will conduct an informal interview with applicants to assess their ability to listen and speak freely on a variety of topics of their choice. After school sports, clubs and social activities are offered from PYP to DP, with transport available on the Late Bus for school transport students only when the additional fee of Rs.12,000/- per annum has been paid.

### Required Documentation:

Original documents must be submitted at the time of application for admission, including:

- two previous years' Progress Cards or official transcript
- birth certificate or citizenship card/passport
- Transfer Certificate and Bone Fide certificate
- Medical form fully completed
- IEP or psychological assessment, where applicable

When parents/guardians fail to produce required documents for the application process, Admissions will arrange a meeting with the Head of School who will assess the validity of the reasons for delay in submitting said documents. The HoS may recommend admission of the applicant on a temporary basis pending submission of required documents by a set date, or refuse admission without stating reasons. Should the required documents not be submitted by the set date, the School may withdraw its Offer of Admission and parents will not be entitled to a refund of fees already paid.

### **Disclosure of known factors to be considered during Admissions Process:**

Parents and guardians are required to disclose any identified or suspected learning disabilities, behavioural issues, history of substance abuse or prior disciplinary infractions, and to have reports and IEPs forwarded from the applicant's previous schools for evaluation by the Learning Support Coordinator.

Providing that parents and guardians disclose the applicant's *mild to low moderate* learning disabilities, and other behavioural concerns, and submit documentation to direct learning support and or intervention, and providing the Learning Support Coordinator deems that the applicant is capable of benefitting from the IB education offered at the school and will not disrupt the learning of other students or demand excessive attention from the teacher, the Learning Support Coordinator shall recommend to the Head of School that the applicant either 1) be admitted with continuing learning support, 2) be admitted with counselling and supervision, 3) be admitted upon provision of further psychological testing or updated reports, or 4) not be admitted, without stating reasons.

## **VIII CODE OF CONDUCT @ SREENIDHI**

The Sreenidhi Code of Conduct is based on the IB Learner Profile attributes, with reasonable expectations of courtesy, self-discipline and respect for others. It ensures every member of our school community participates in a safe, non-threatening, fulfilling and supportive learning environment, where no member is allowed to curtail another's right to learn and develop. To uphold these values, the school has initiated transparent color-coded behavioral reports to monitor student behavior, followed by more detailed behavioral contracts for students and parents should these daily reports fail to result in positive student behavior. Parents are required to read the Sreenidhi Code of Conduct for a detailed account of disciplinary procedures.

## **IX ADMISSION REQUIREMENTS FOR IB DIPLOMA PROGRAMME @ SREENIDHI**

Applicants seeking entry to the IBDP from Sreenidhi or another IB MYP School are required to:

- earn the MYP Certificate
- achieve a total score of no less than 35 for their 8 subjects
- achieve a final grade of no less than 4 in English, Math, Science and the Personal Project
- achieve an MYP final grade of no less than 6 in Standard Math or 5 in Extended Math if they wish to study either of the IBDP Math subjects at Higher Level (HL)
- achieve an MYP final grade of 6 in Integrated Sciences or Physics if they wish to study IBDP Physics or Computer Science at Higher Level (HL)

- achieve an MYP final grade of no less than 5 in Standard Math or 4 in Extended Math if they wish to study IBDP Math Analysis and Applications at Standard Level (SL)
- achieve an MYP final grade of 5 in Integrated Sciences, Chemistry or Biology if they wish to study IBDP Chemistry or Biology respectively at Higher Level (HL)
- have completed all their MYP Service as Action requirements.

*\* Scholarship is offered on merit to the top 3 Sreenidhi MYP 5 students for admission in the IBDP*

Applicants seeking entry to the IBDP from another international curriculum are required to:

- earn the qualifying final Certificate for their equivalent course of study for Grades 9 and 10
- achieve a total score of no less than 62.5% of total marks awarded in 8 subjects
- achieve a final grade of no less than 70% in English, Math, Science and one other subject
- achieve a final grade of no less than 85% in Math if they wish to study either of the IBDP Math subjects at Higher Level (HL)
- achieve a final grade of no less than 85% in any discrete Science if they wish to study that IBDP discrete science at Higher Level (HL)
- have completed any Service requirements

Applicants seeking entry to the IBDP from a foreign national system of education are required to:

- submit an equivalency certificate obtained from Association of Indian Universities to certify the results of the foreign national curriculum Grade 10 Certificate
- pass certificate in accordance with requirements of the Board at an equivalent examination taken at one and the same sitting

Applicants who do not meet admission requirements for entry to the IBDP may qualify for entry to the IB Course Credits (IBCC), providing they:

- receive a qualifying score on the English and Math Entrance Test for DP
- submit a confidential recommendation from their previous school that outlines the applicant's academic and social development over two previous years
- commit to taking a programme of studies that meets US Grade 12 graduation requirements

**All IBDP external applicants must:**

\* submit a confidential recommendation from the external applicant's previous school, reporting on the applicant's academic and social development over the two previous years

\* write the IBDP English and Math Entrance Test and achieve a qualifying score for entry to IBDP, the results of which will also be used to determine entry to DP Math at HL or Physics at HL

\* attend an interview with the IBDP Coordinator or his designate to demonstrate levels of motivation, maturity, commitment, and development of IB Learner Profile attributes and Approaches to Learning skills

*\* ensure NO Change of Name or spelling or Date of Birth are submitted, as the applicant's personal details remain the same as recorded on the Grade 10 Board Exam Certificate.*



## X LEARNING SUPPORT @ SREENIDHI:

At Sreenidhi, every student is considered to be a unique learner. Our Faculty endeavours to ensure quality of education through delivery of differentiated instruction, moderated curricular assignments and assessments, and a holistic approach to educate the whole child through inclusive education.

To ensure students are supported as appropriate for their learning challenges, our Learning Support team includes the Dean of Students, Guidance Counsellor, University and Career Counsellor, SEN Coordinator, MYP SEN teacher, PYP SEN teacher, and PYP and MYP English support teachers.

- SEN Coordinator/Guidance Counsellor will interview the applicant after reviewing documentation submitted by the applicant's previous school, including psychological assessments, IEPs, therapy treatments, and confidential counsellor reports.
- A medical history must be completed in full identifying diagnoses, programs, treatments, therapies and any other matters that apply to the applicant's learning support needs.
- After consideration of all factors, including current and probable future prognosis of applicant's learning challenges and behavioural concerns, the SEN Coordinator and Guidance Counsellor will recommend to the Head of School whether the school can support the applicant's learning challenges and behavioural concerns.
- The Head of School may seek further assessment or advice from the Programme Coordinator or accept the recommendation of the SEN Coordinator and Guidance Counsellor to either 1) admit the applicant with continuing learning support, counselling and supervision, 2) defer admission until further psychological testing and updated reports are submitted, or 3) not admit the applicant, without stating reasons.
- The School is not able to meet challenges for applicants who present with:
  - Moderate to severe or profound cognitive or developmental disabilities
  - Physical challenges that cannot be managed safely on the school campus or its buildings
  - Moderate to severe emotional, behavioral, substance abuse or psychiatric disorders, or neurological or physical conditions that consistently disrupt the learning of other students or require excessive attention by the teacher
- In case of suspected learning challenges identified during the application process, assessment of the applicant may be conducted by:
  - Sreenidhi's learning support team
  - Sreenidhi's guidance counsellor
  - an external educational psychologist
  - appropriate medical or health professionals
- Parents are responsible for any additional payment required to provide individual tutorial support, testing or support services from external agencies, and internal support that goes above the norm.

## XI INFORMATION TECHNOLOGY @ SREENIDHI

Sreenidhi is committed to the goal of integrating digital technologies into the learning environment for educational and communication purposes for all PYP3 to DP2 students across its campus in an efficient, ethical, responsible and legal manner. Only Chromebooks are allowed for use as learning devices at school. All PYP3 to DP2 students must purchase a Chromebook as their learning device.

Students must acknowledge their understanding of the “Acceptable Use of Technology Policy” as a condition of being issued a School email account, and follow its dictates when using the approved Chromebook on campus, whether connected to the school’s network or not. When using Chromebooks, students are required to adhere to digital literacy security policies established by the school for on- and off-campus use.

All Chromebooks are licensed and managed by the school. This enables Sreenidhi to provide a safe working environment for learners. Students are expected to purchase the licensed device and bring it to school fully charged. They are issued a school email ID to login to their Google Education accounts, which will be created on the school domain, where all activities are monitored.

Students can choose to purchase the Chromebook themselves or through the school. Chromebook costs vary from Rs 25,000/- to 30,000/-. Irrespective of the mode of purchase, students are also required to purchase a Chromebook license at a one-time per device cost of Rs 3000/-. These amounts must be paid upon admission. Orders are taken until 20<sup>th</sup> May each year to facilitate procurement. Orders for students who are admitted after this date are compiled until an order for 15 Chromebooks can be placed, at which time delivery is expected in two to three weeks.

## XII BOARDING PROGRAMME @ SREENIDHI:

Sreenidhi provides 5-Day and 7-Day Boarding Programs, which start from MYP1. Day students who choose to convert from Day Scholar to either 5-Day or 7-Day Boarding should do so at the beginning of the academic year. If a change is required during the school year, it will be considered after assessing the student’s social and emotional readiness for the boarding experience and subject to availability. Parents must email the Head of School to request the change. Parents are required to pay the boarding fee for the full year or full second term, depending on when the change is made.

Parents and guardians are required to sign the **Boarder’s Undertaking** after reading through the **Boarding Handbook** before admission to boarding is given.

**Personal Expenses Account:** The Personal Expenses Account is a mandatory requirement for all the boarders to cover their personal items and provide a weekly pocket allowance to use for weekend outings, birthday celebrations or other events. Parents are required to maintain a balance of Rs 20,000 in their student boarder’s account at the beginning of each quarter (July, October, January, March).

Parents and guardians are required to ensure their boarder does not bring additional cash to school. Students found with cash for which they cannot account for, or those who are known to have spent more than the weekly pocket allowance on weekend outings, will face disciplinary action.

**Weekend Outings:** These are organized at least twice a month on Saturday afternoons for 7-day boarders. Students are escorted by the Dorm parent and travel by school transport. Students must limit their spending for the outing to the amount provided for the weekly pocket allowance.

**After-Class Activities Programs:** All Boarders are required to join Sreenidhi's Sports Program or co-curricular activities from 3:00 to 4:30pm each day. Boarders also must participate in additional activities, geared to their interests, from 4:30pm to 6:45pm on Mondays to Thursdays.

**Evening Prep and Study:** All Boarders are required to attend Evening Prep and Study in the Dorm from Sunday to Thursday. For MYP1 to MYP3 boarders, this is supervised in the Common Room from 7:30 to 9:00pm. MYP4 and MYP5 boarders are expected to study in their rooms from 7:30 to 9:30pm, with occasional room checks by the Dorm Parent. DP boarders are expected to study in their rooms from 7:30 to 10:00pm or until all assignments are completed. Boarders who are found not to be completing assignments or studying in their room during Evening Prep and Study will be required to join supervised study.

**Nutrition:** Boarders are **not allowed** to bring food or drink from home. Boarders' safety, nutrition, health and well-being is ensured through serving of nutritious meals and snacks that are designed by the school nutritionist to provide a proper balance of vitamins, proteins, carbohydrates and fats to meet daily recommended requirements. Due to the high number of students with allergies, special dietary foods are served in a separate area of the dining hall to avoid food contamination that could lead to an allergic reaction in some students. Fresh water is available across the campus.

**Travel and Leave:** For 5-day boarders, bus transport routes are provided on Monday morning and Friday at 3.00 pm to transport them to and from home. Special transport can be arranged from or to the airport, train or bus station for boarders to arrive at the Dorm no later than 7:00 pm on Sunday, and depart no earlier than 3pm on Friday. No bus transport is provided during the week should parents request that a boarder return home for any reason. In such instances, parents must provide transport.

**Weekend Visitation with 7-day boarders:** Once the boarder has settled into the Dorm, parents are welcome to visit on Sunday afternoons when boarders have free time. Should a boarder be invited to visit the home of a friend or relative, parental consent must be given at least one day in advance to be verified by the Dorm parent. A **Gate Pass** is required for the boarder to leave the campus.

### XIII SCHOOL FEE POLICY @ SREENIDHI:

#### **FEE POLICY:**

School Policy states that Tuition and School Fees will not be refunded. At the time of admission, parents and guardians pay Tuition and School Fees after signing the Undertaking for Admission, which clearly specifies that refunds are not possible.

#### **a) Refundable Caution Deposit:**

Upon admission to Sreenidhi, the Caution Deposit of Rs.20,000/- for Day Scholars or Rs.50,000/- for boarders is payable on top of the School Fees. Upon graduation, withdrawal or transfer of the student, the Caution Deposit will be refunded within 90 working days, remitted into the bank account of the parent or guardian. Management

reserves the right to make adjustments for outstanding fees or other amounts payable to the school before refunding the balance of the Caution Deposit.

**b) Tuition and School Fees:**

Tuition and School Fees, which cover uniform, backpack, stationery, library and digital platforms, classroom teaching resources, food and water, field trip transport within Hyderabad, and Transport as an optional fee, are payable in 3 instalments:

1<sup>st</sup> Instalment\* due by 15th March of the preceding academic year or upon enrolment

2<sup>nd</sup> Instalment\* due by 15<sup>th</sup> September of the academic year

3<sup>rd</sup> instalment\* due by 15th December of the academic year

\*A late fee will be charged for non-payment of any instalment by the due date at the following rates:

Rs.1,000/- will be charged for payments received within 15 days after the due date deadline

Rs.2,500/- will be charged for payments received within 30 days after the due date deadline

Rs.4,000/- will be charged for payments received within 45 days after the due date deadline

For payments received more than 45 days after the due date, an additional Rs.100 per day Late Fee will be charged in addition to the above Late Fees.

**XIV TRANSPORT PROCEDURES @ SREENIDHI:**

Before admission is confirmed, applicants who would like to avail school transport will be informed of pick-up and drop-off points for their current address. School bus routes are planned to ensure students arrive at school no later than 8:00 am each day, and leave school at 3:00 pm.

**Pick-up, drop-off points, procedures and changes**

Every effort is made to provide door-to-door pick-up and drop-off for students from EYP1 to PYP3, given safety concerns, time restraints and the number of students to be accommodated. Common pick-up and drop-off points are provided for students from PYP4 to DP2, taking into consideration the distance from a student's residence. Central pick-up and drop-off points may be changed at the discretion of the management to ensure the safe, smooth and timely operation of all school bus routes.

Students are required to be at their designated pick-up point five minutes prior to pick-up time. The bus will wait only two minutes beyond the designated time if the child is not at the pick-up point. EYP to PYP3 students must be collected by a parent, guardian or carer at the designated drop-off time, after showing their Authorized card. If no designated adult is available at drop-off time, the bus will bring the child back to school and parents will be required to collect the student. If the bus is running late, parents will be informed of this through a text message, giving an approximate time for arrival.

If a student wants to change their homeward route for a day to be delivered to another area, the parent must email the school and transport team one day in advance. The student will be dropped at the common point nearest to the changed location, irrespective of their grade.

A change of address must be emailed at least one week before moving to ensure smooth operation of the buses. Once bus routes are finalised on 31<sup>st</sup> July, a student will be picked

up and dropped off from the nearest point on the changed route provided there is a vacancy available. When a vacancy is not available on the bus route, the student will be picked up and dropped off from the nearest common point on the nearest bus route that has a vacancy.

The annual transport fee is charged for the full year even if the student opts out of school transport. An additional fee is payable for students from PYP to DP to avail of the Late Bus that provides daily transport at 4:30pm for students attending after-school activities. Students may also avail of Late Bus transport on Saturdays to participate in KMRF community service events, Sreenidhi Sports team tournaments, House League matches, or other school-sponsored events.

Transport will be provided for 5-Day and 7-Day boarders for pick-up and drop-off for airport, bus or train transfers, or to their home residence on Monday mornings and Fridays at 3pm. Boarders are not allowed to take school transport during the week, even with prior notification by parents. Should parents wish to have the boarder return home for an appointment, celebration or event during the week, they are required to provide transport.

## **XV ADMISSIONS PROCEDURES @ SREENIDHI:**

### **Upon Arrival:**

- Parents and guardians seeking admission for their child will first meet with an admissions counselor in the Reception area to discuss expectations and explain any circumstances to be considered.
- Parents will complete the enquiry sheet and pay Rs 2250/- for the Registration Fee.
- An Admissions counsellor or Student Council Ambassador, when available, will take the parents and applicant on a tour of the campus, explaining “A Day in the Life of a Sreenidhi Student” while answering questions about the IB education and the learning that takes place at Sreenidhi.
- Upon returning to Reception, parents will meet with any academic or sports faculty to assess the applicant and address any queries.
- An Admission Pack, to be issued to parents, will include • Admissions form • Health form • Parent Consent form • Undertaking form
- Applicant seeking entry to MYP4 to DP2 will write the English and Math Entrance Test (2 hours)
- Parents and guardians will be encouraged to complete the forms to the best of their ability.

### **DOCUMENTS required at the time of Admission:**

- Two passport size photographs
- Birth Certificate \*if not in English, a notarized copy of translated Birth Certificate to be submitted.
- Two years of Academic records (Applicable for applicants seeking entry to PYP2 onwards)
- Original Transfer Certificate

- Bonafide Certificate / Conduct Certificate
- Photographs and photo ID proof of parent identities and nationalities (self-attested)
- For Foreign Nationals: In addition to above documents, a self-attested copy of passport for both parents and child to be submitted.

***Note: Where copies are furnished, originals should be submitted for verification and return.***

#### **Cancellation of Admission:**

The management reserves the right, at its discretion, to de-register a student from the school due to:

- Non-submission of documents for regularizing the admission before the agreed-upon deadline
- Unacceptable behaviour or conduct of the student which was not disclosed at the time of application
- Absence of student without sanction of leave for more than 30 days during the academic session
- Nonpayment of Fees by the parent as per the School Fee regulation and payment schedule
- Information furnished by the parent/guardian in the Application Form which later proves to be false (Date of Birth, Personal Data, Result Card details, Learning Challenges, Behavioural issues etc.)

## XVI TRANSFER CERTIFICATE (TC) POLICY:

- If the parent or guardian chooses to withdraw the student at any point during the academic year, as per school rules, School Fees must be paid for the entire year, irrespective of the date of withdrawal.
- A parent or guardian is required to submit an email to the Head of School, stating the reason for the withdrawal and requesting that a Transfer Certificate be issued.
- IBDP is a two-year programme of study requiring commitment to pay School Fees for two-years. Upon request, a TC will be processed upon payment of Tuition Fees for the two-year programme.

## XVII TRANSFER CERTIFICATE APPLICATION FORM:

Date:

To: The Head of School, Sreenidhi International School:

I, parent/guardian of \_\_\_\_\_, studying in grade/class \_\_\_\_\_,

request withdrawal of my student from your esteemed institution for the reasons stated

below. My student will discontinue attending school from

\_\_\_\_\_. Hence, I request to kindly process my

student's Transfer Certificate (TC), and I will take the responsibility of settling all

outstanding fees due to the school, as per school policy.

Reason for Withdrawal: \_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_

### Bank details:

Name & Branch:

A/c No:

IFSC Code:

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

**For Office us:** Received by: \_\_\_\_\_ Date: \_\_\_\_\_

