

## **POLICY FOR ADMISSIONS AT BALSAM ACADEMY**

### **Introduction**

The governing body of Balsam Academy applies the regulations on admissions fairly and equally to all those who wish to attend this school. This policy conforms to the regulations that are set out in the school act.

### **Programs offered:**

Kindergarten Program (K1 to K3)  
Primary School Program (G1 to G5)  
Middle School Program (G6 to G7)  
Secondary School Program (G8 to G10)

### **Admission Package**

The following forms have to be filled at the time of admission.

Application form.  
Background information.  
Medical history and physical examination form.  
Emergency information.  
Field trips permission form.

### **Admission Pre-requisite:**

Entry to all programs will be made based on the availability of seats.

The school is always pleased to receive enquiries from parents and encourages them to visit the school with their child, by prior appointment, in order to find out as much as possible about the institution.

Once they are convinced this is the right school for their child, parents are requested to submit the required documents and follow procedures set out below to enable us to consider their children for admission.

1. Fill out the application form for Registration.
2. For entry into K1 program, the student must have attained the age of 2.5 years by July.
3. Submit the application form together with a copy of the child's two years reports, a copy of the birth certificate, three passport size photographs and character certificate (applicable to students above G IV)
4. If your child is offered a place at the school and you wish to accept it, you must pay the first semester fees immediately. Failure to do so will render the seat being cancelled and being offered to the candidate next on the waiting list.
5. On being granted admission, the following forms will need to be filled in:
  1. Medical Form
  2. Agreement / Indemnity Bond and the original School Leaving Certificate (TC) should be produced.

6. Successful candidates, after paying the first installment of fees, must pick up the Class entry slips from the office. Students are not permitted into the classrooms without the slips.
7. Second and Third Language options

Student will be assessed on the language chosen and if found suitable will be permitted to carry on studying subjects of their choice. If the candidate is found to be struggling in the concerned subject(s), the parents will be notified and proper guidance will be provided for alternative choice of subject.

#### 8. Withdrawals & Refunds

1. Under no condition will any refund be made once the child has been granted admission.
2. If fees are not paid on time, penalty fee will be levied.
3. Year end (after one academic year) withdrawals must be intimated to the office in writing by February failing which a penalty of one term fees will be levied.

#### 9. Travel

The school arranges to pickup / drop students from the points as per the schedule listed in the bus routes. To ensure smooth functioning of the travel department concerning leaving and receiving students, pick up and drop points will be decided by the school keeping the time and traffic situations in mind. Written permission accompanied by advance payment is a prerequisite for travel arrangements. Parents who do not wish to avail the travel arrangement by the school will be required to make their own arrangements, including pickup and drop from home.

#### 10. Payment of fees

1. Fees are to be paid in one or four installments.
2. Occasional cost incurred by the children (lost books damage to the school plant etc.) will be billed to the parents.
3. Cost towards transport, excursions, etc. must be paid in advance.

### **Review**

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school.