

ROOTS SCHOOL SYSTEM TUITION & FEES 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 Tuition and Fees.

1. Tuition and fees, payable in Pak Rupees, for the Academic year is as follows:
2. A one-time Registration and Admission fee (non-refundable) will be paid by all new students in full at the time of admission. Security Fee is payable at the time of admission and is refundable at the time of withdrawal. Annual Resource charge for the academic year will be paid in full prior to admission irrespective of joining date. Student ID card, Annual Yearbook/Roots NEWS, Montessori school bag, school badge and Prospectus at the time of admission (where applicable).

The Annual Resource Charge, school Year Book/Roots NEWS and School Computerized ID card shall be charged annually.

The Tuition fee will be paid on quarter basis in advance, i.e.

- Quarter 1: August-September-October
- Quarter 2: November-December-January
- Quarter 3: February-March-April
- Quarter 4: May-June-July.

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 May-August period) is to be paid in full.

3. Fee challans and Fee Bills are issued latest by **25th** OF EACH MONTH prior to the billing month and sent home through students. It is the responsibility of the parents to inquire from the School's office if they have not received the challan by the **5th** of the billing month. All dues are paid directly to the Roots School Account designated Bank account. The due date is marked on the Fee challan, and late-fee is collected by the Bank at the time of payment.

NOTE: The late payment charges will not be waived nor reduced.

4. Registration fee and admission Fee is non-refundable under any circumstances. For students leaving mid-way, balance payment of tuition fee is not refundable. No refunds for any payments will be made if student is suspended on disciplinary grounds, and parent or guardian will be liable for paying up for any damages caused to the School property as per the student disciplinary procedure and/or as determined by the School management.
5. For returning student, all previous dues including any fines must have been cleared. Non-payment or underpayment of dues may result in suspension of enrolment, refusal to CIE/Edexcel international exam registration, refusal to re-register and/or withholding of student records.
6. The Roots School System reserves the right to hold student's progress reports, transcripts,

Examination Entries, school leaving and other certificates if the dues have not been cleared.

7. All parents and guardians responsible for guaranteeing payment of School dues will read and sign an undertaking for compliance with the School's policies as outlined in the RSS 'Prospectus' and 'Home School Agreement'. The School reserves the right to revise and make alterations to its Policies at any point in time WITHOUT further notice.

8. All Fees must be paid in full as cleared funds by the Due date as specified on the Fee Challan/Bill. Thereafter, late payment charges shall be levied by the designated Bank as per the following policy;

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 25/day after the expiration of due date

Rs 50/day after the expiration of the 10 days from the due date

9. In an event of student inter branch or inter city transfer, the security fee must be transferred to the region responsible, however there is no admission and registration charge in an event of inter branch or inter city school transfer within Roots School System Nationwide.

10. Tuition Fee, Admission fee, Security, Annual Charge, Registration Fee and all other charges as per the tuition & Fee policy are all subject to review from time to time.

11. There will be no concession of fees for the period that a child may have stayed away from school, due to illness, social commitments, visit abroad or any other reason.

12. If a student is to be withdrawn, at least one month's advance notice should be given in writing or a month's extra fee deposited with the school, failing which the school may not provide the school leaving and character certificate. In case a month's extra fee is not paid, it will be deducted from the security fee. (Please refer to 'Request for School Leaving Certificate Form RSLC - 001 for more details)

13. If a student is withdrawn during the last term the entire term 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. Children withdrawn before summer vacations (in the month of May/June) will have to pay the fee for the entire term. (Please refer to 'Request for School Leaving Certificate Form RSLC - 001 for more details)

14. If the school is closed due to emergency, war, epidemic, and earthquake or for any other reason on Government order for any length of time, parent / guardians shall pay the fees with regularity by 10th of each month. The salaries to the teaching staff, administrative and support staff etc. have to be paid during the closed period.

15. If School Fees have not been deposited or paid in clear funds 20 days from the due date as specified on the Fee Bill, the student shall be considered withdrawn and a re-admission Fee of Rs.10,000/- (Rupees ten thousand only) becomes payable in the event of re-admission (If so permitted by the School Administration)

16. If the student needs to be transferred to different branch, Campus, school or city within Roots School System Network nationwide, then the student or parents/guardians must obtain an 'Inter Branch Transfer Certificate Form IBTC - 001. (Please refer to 'Request for Inter Branch Transfer Certificate Form IBTC - 001 for more details). It is however the responsibility of the parent/guardian to check the fee structure of the transferring school/city.

17. Roots School System 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;

1. 'Student Admission Form' as per Prospectus - duly signed and submitted
2. Acceptance of 'Home School Agreement - duly signed and submitted
3. Acceptance of 'Tuition & Fee Policy' - duly signed and submitted
4. Acceptance of 'Student Code of Conduct' - duly signed and submitted

UNDERTAKING

I have fully read, understood and accepted the standard terms and conditions as detailed in the Tuition & Fee Policy and I as the parent/guardian of the pupil agree to the standard terms and conditions.

Full Name of Parent/Guardian:

Signature: _____

Date: _____

FOR OFFICE RECORD ONLY

Full Name of Student: _____

Class / Grade: _____

Admission No: _____

Campus Code: _____

ROOTS SCHOOL SYSTEM (RSS)

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