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Enrollment Agreement Contract & School Policies

(2023–24)



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1. General

1a. School Policies

As a progressive private institution, the Management team reserves the right to govern the school independently, and in doing so will autonomously constitute and implement policies, systems, procedures, services, practices, rules and norms that are aligned with the vision and mission of the school, and that remain in the best interest of our school, values, culture and the community that we serve.

- A family that applies for admission, willingly accepts the offer of admission and who voluntarily confirms their child's enrolment into the school, irrevocably agrees to be governed and bound by all the policies of the school; further, they agree to always comply with all the applicable policies, systems, services, practices, rules and norms of the school as and when they are communicated.
- A copy of the applicable school policies will first be made available when a family first joins the school, and these policies will continue to remain in effect as long as the child remains enrolled in the school, and till such time that they are notified of any change in the same.
- Every family (student, parent and / or guardian) is required to collectively read, be familiar with and abide by all the prescribed policies, procedures, rules and norms as indicated, and as and when updated or communicated.
- The school reserves the right to amend, update or rescind any policy, system, service, practice, rule or norm as and when required.
- The school will notify families of the changes as and when applicable.
- Any action that is deemed to be in contravention or violation of the school's policies will be treated as a breach of the enrolment agreement and could result in the school serving the family / child with either a note of caution, probation, suspension, expulsion or any other appropriate action depending upon the severity of the situation and the resultant outcome.

2. Safeguarding, Health & Well-Being

2a. Child Safeguarding

Please be informed that Legacy School prioritizes the safety and well-being of all our learners and members (children and adults) of our school community. Our practices are established in accordance with international benchmarks for safeguarding in schools. All forms of abuse, whether perpetrated in person or online, whether direct, veiled or indirect, which causes any disrepute, defamation or harm – be it verbal or non-verbal, physical, mental, emotional or sexual, and any form of neglect or abuse of the child, will be treated with utmost seriousness and will be reported to the concerned authorities. Legacy School is committed to practice child safeguarding measures to protect our students from any form of self-harm behaviours as well, and strives to work in partnership with the parents to ensure that a child is always well supported at home and in school in a consistent manner.

2b. Mental Health & Well-being

At Legacy School, we are committed to supporting and promoting the positive mental health and emotional wellbeing of our community - including that of our students, their families, faculty and members of our staff by using a proactive approach so that we may reduce the need for intervention. Our culture of respectful and open dialogue encourages students and colleagues to express themselves without fear and provides several platforms and opportunities that allows their voices and perspectives to be heard, individually and collectively.

Through the use of on-going training and dialogues, our teachers and staff are regularly made aware of various challenges and scenarios using a case-study approach so that they may handle the circumstances with children and their emotions with greater sensitivity, understanding, empathy and care. With the use of effective child safeguarding policies and procedures we strive to ensure that we always promote and maintain a safe, respectful and supportive learning environment for all.

The understanding, knowledge, values, mindsets and skills that our students need to keep themselves - and others - physically, mentally and emotionally healthy and safe are included as part of our developmentally appropriate Socio-Emotional Learning (SEL) and Life Skills curriculum. The Inclusive Education (IE) department and the Personal Counseling team also address, both in person and online, at a systemic level the influence of larger social situations such as the pandemic and the required life skills to cope adequately with such changes and challenges.

We recognise the pivotal role that a family and the home environment play in influencing children and young people's emotional health and mental wellbeing; therefore, we work in partnership with parents and caregivers to take a proactive approach to promote positive emotional health and mental wellbeing. In addition, the school offers 1-1 personal counselling for students and families that are in need of this support in person and online. The school actively seeks to help identify and proactively support children in need, and have a clear and well documented referral process in place to facilitate the same while being mindful and respectful of the child's and family's circumstances.

2c. Physical Fitness, Health & Wellness

To nurture the physical, social, emotional, cognitive and creative development of every child, the school offers an array of physical fitness, wellness, athletic and sporting programmes, expert training and competitive opportunities across all grades. Every student at Legacy has the opportunity to engage in diverse, challenging and fun, multi-sport, fitness and wellness experiences. We recognise the significant benefits on one's mental health and physical well-being that comes with regular physical activity, play and healthy competition. Equally, we recognise the invaluable life lessons, soft skills, positive personal habits and lifestyle choices that can positively influence their lives while in school and long into adulthood.

2d. Harassment & Anti-tolerance Policy

The school requires all members of our community at all times to remain professional and respectful in their interactions, behaviour and communication (expressed, implied, written and digital, verbal and non-verbal, direct or indirect) with each member of the community, which includes students, parents, teachers, staff, partners, liaisons, representatives, administrators, members of the Leadership team, Management and Board members. Any action or communication that is deemed to be defamatory, derogatory, degrading, demeaning, or disrespectful, such as speaking rudely, speaking in a harsh tone or raised voice, passing disparaging or sarcastic comments, intimidating, coercing, threatening, bribing, extortion and / or arm-twisting will not be tolerated, and will result in appropriate action being taken immediately depending upon the severity of the situation. Such a matter will be treated with the utmost seriousness and respect for the dignity of every member of our school community and an action will be taken as a consequence, which could result in the suspension or expulsion of the child / family from the school community. Serious matters could be addressed with the concerned authorities and legal measures may be taken as well.

3. Government Mandates

3a. Right to Education (RTE) Act

The school was compelled to reserve 25% of its available seats for students admitted under the Right to Education (RTE) Act from academic years 2013-14 till 2018-19 as non-fee-paying students. These children have been granted admission under the various categories provided for in the RTE Act and receive an entirely free education. As a result, we have RTE students from various socio-economic backgrounds enrolled in our school across Grades 4 to 8 who continue to receive the same high-quality education as other regular fee-paying students that are enrolled in the same class. Due to this, the annual revision in education fees continues to take into account the concession being granted to these children, and the cost of their education is equally divided and borne by the remaining members of the community as a gesture in good faith and out of compassion for the betterment of those that are deserving of this opportunity.

4. Academics: Accreditation, Affiliation & Qualifications

4a. Accreditation & Affiliation



Cambridge International School Legacy School is a Cambridge International School, registered with Cambridge Assessment International Education (CAIE), which is part of the University of Cambridge.

The Cambridge Pathway gives students a clear path for educational success. We shape its curriculum around how our students learn – with a wide range of subjects and flexible ways to offer them. Our programmes inspire our students to love learning, helping them discover new abilities and a wider world.

As a Cambridge International School, we offer the Cambridge Pathway for students aged 5 to 19 years.



Legacy School is an IB World School and is also accredited by the International Baccalaureate Organisation (IBO) and is authorised to offer the International Baccalaureate Diploma Program (IBDP) for students enrolled in Grade 11 & Grade 12.

Legacy School does not admit students from another exam board in Grade 10 or Grade 12.

4b. Curriculum Overview

i. Legacy Early Years (Ages 2 - 6 years)

Montessori Registration

Legacy is a registered member of the Indian Montessori Centre.

Legacy School follows the Montessori method and approach to engaging children in the process of learning in the early years from ages 2 onwards. Upon the completion of the first phase of the Montessori program at around age 6, a child is well prepared to successfully transition to Grade 1, particularly the Cambridge International Primary qualification offered by Legacy School as a natural pathway and progression into the Primary School.

► Pre-Montessori (Pre-Nursery/Playgroup | Ages 2 - 3 years)

Students are enrolled in the Pre-Montessori program which helps prepare a toddler child to successfully transition from a home environment to a preschool learning environment (second home). Students who complete this program are at an advantage, as they are well prepared to transition into the first phase of the 3-year Preschool Montessori program.

► Montessori (M)

- M1 / Nursery : Ages 3 - 4 years
- M2 / Lower Kindergarten : Ages 4 - 5 years
- M3 / Upper Kindergarten : Ages 5 - 6 years

Note: Per the latest National Education Policy (NEP) framework guidelines, a child is required to be 6 years of age in order to be considered eligible for admission to Grade 1.

Cambridge International Pathway

ii. Primary School (Ages 6 - 11 | Grade 1 – Grade 5)

Legacy School is affiliated to Cambridge International (UK) and offers the [‘Cambridge International Primary’](#) Qualification.

iii. Middle School (Ages 11 - 14 | Grade 6 - Grade 8)

Legacy School is affiliated to Cambridge International (UK) and offers the [‘Cambridge International Lower Secondary’](#) Qualification

iv. High School (Ages 14-16 | Grade 9 & Grade 10)

Legacy School is affiliated to Cambridge International (UK) and offers the ['Cambridge International Upper Secondary \(IGCSE\)'](#) qualification. Students enrolled in Grade 10 will complete this qualification by appearing for the Cambridge IGCSE board examinations in May of the respective year of completion.

Note: All students at Legacy are required to have a broad selection of courses (ensuring breadth and depth of study in each course) to ensure that they have diverse opportunities to explore their interests and keep their subjects' choices and options open when progressing to Grade 11. Hence all students are required to mandatorily pursue the ICE Award and study Global Perspectives at Legacy, as this unique approach is closely aligned with our school's philosophy, vision, mission, values, culture and aspirations of the learner profile of a student / graduate of Legacy School.

v. Senior School (Ages 16 - 18 | Grade 11 & Grade 12)

Legacy School is affiliated to Cambridge International (UK) and offers the ['Cambridge International Advanced Level \(AS & A Levels; AICE Diploma\)'](#) qualification.

Note: All students at Legacy are required to mandatorily pursue the AICE Diploma and study Global Perspectives & Research at Legacy in Grade 11 irrespective of their choice of subject groups and career goals, as this unique approach is closely aligned with our school's philosophy, vision, mission, values, culture and aspirations of the learner profile of a student / graduate of Legacy School in preparation for university education and life.

International Baccalaureate Diploma Programme (IBDP)

Legacy School is also an [accredited](#) International Baccalaureate (IB) World School and is authorised by the International Baccalaureate Organisation (IBO) to offer the [International Baccalaureate Diploma Programme \(IBDP\)](#) qualification as an alternate option for students that will be enrolled in Grades 11 & Grade 12.

vi. Revisions

The Cambridge International & International Baccalaureate qualifications and corresponding curricula are subject to revisions as mandated by the respective board.

vii. Disclaimer

The school reserves the right to:

- make any such revisions in the curriculum, exam series or school calendar as deemed appropriate, relevant or necessary
- determine the choice and grouping of subjects offered
- determine a student's level of preparedness and proficiency in order to be considered eligible to be registered for / or to appear for the board examinations

4c. Assessments & Board Examinations

i. Internal Assessments

► **Cambridge Primary and Lower Secondary – (Grade 1 to Grade 8): Internal Assessments**

At Legacy School, we conduct both Formative Assessments (FA) and Summative Assessments (SA) to enable and support students' learning, development and progress. The formal, written (paper-pen / on-screen) examinations or summative assessments commence from Grade 5 onwards and are administered internally, except for certain key stages as shared below (see *Cambridge Checkpoint Exams for Grades 5 and 8*).

ii. Board Examinations

► **Cambridge Upper Secondary – (Grade 9 & Grade 10): IGCSE Board Examinations**

The Grade 10 IGCSE board examinations are administered by Cambridge Assessment International Education (CAIE) - UK upon the completion of the two year (Grade 9 & Grade 10) Upper Secondary Cambridge International qualification. Students appear for these external board examinations at the end of Grade 10; all examinations are conducted in the May series, except for Hindi, which is conducted in the March series in India.

► **Cambridge Advanced – A Level Certificate & AICE Diploma (Grade 11 & Grade 12)**

These examinations are administered by Cambridge Assessment International Education (CAIE) upon the completion of the Cambridge AS (Grade 11) and Cambridge A Level (Grade 12) qualifications (May Series).

► **International Baccalaureate Diploma Programme (IBDP)- Grade 11 & Grade 12)**

External exams are administered at the end of the second year - DP2 (Grade 12) upon the successful completion of the course and fulfilling the requirements of the core: Theory of Knowledge (TOK), Extended Essay (EE) and Creativity, Activity and Service (CAS).

iii. Standardised Assessments

► **International Benchmarking Assessments**

The International Benchmarking Assessments are mandatory content and skill-based assessments that are conducted for students across the full school. These assessments help us to benchmark and determine a child's progression and proficiency level against their peers internationally.

► **Cambridge Checkpoint Examinations (Grade 5 & Grade 8)**

These tests are prepared by Cambridge International (UK), they are administered locally in the school, but are graded and reported externally by Cambridge Assessment International Education (CAIE) - UK. Students are required to take these mandatory examinations at two points in their academic journey at Legacy:

- **Upon the completion of Primary School** - the Cambridge International Primary Qualification (Grade 5) and
- **Upon the completion of Middle School** - the Cambridge International Lower Secondary Qualification (Grade 8)

These diagnostic examinations are specifically based on the prescribed Cambridge International curriculum and are conducted in the areas of English, Math, Science & Global Perspectives (GP) at the end of Grade 5 and Grade 8, generally in the month of April or May.

The reports help to construct an understanding of a student's level of proficiency based upon the syllabus. They also help to provide an independent and objective evaluation of a student's academic progress. This information is extremely beneficial in helping to bridge any gaps in conceptual understanding before a child progresses to the next level of their education, thereby enabling every child the best possible opportunity to succeed and excel to their fullest potential.

► PSAT / NMSQT

Students in Grade 8, 9 and 10 have an option to write PSAT 8/9 or PSAT 10 (Preliminary SAT) respectively which is conducted by the College Board, USA. These tests are external benchmarking tests which give students an insight into their proficiency levels and progress in their preparation for university education. This test provides them with a detailed skill breakdown and performance review, helping students to identify their areas of strength and growth, and enabling them to adopt smarter and more effective strategies while preparing for SAT or other similar standardised/competitive exams in India or overseas.

The National Merit® Scholarship Program is an annual academic competition among high school students (Grade 10) for recognition and college scholarships.

For more information visit [College Board Website](#)

5. Enrolment & Academic Progression

► Montessori:

Students enrolling in the Pre-Montessori (Pre-Nursery) and the Montessori 1 (Nursery) program have the option to apply and seek admission either to the Montessori program with a guaranteed admission to the main school for Grade 1, or just exclusively to the Montessori / Preschool program alone.

Students that enrol in just the Montessori / Preschool program, will be required to reapply for admission into Grade 1. As part of the entry process the Admission, Registration & Development Fees due in Grade 1 will be appropriated against the amount paid at the time of entry into the Montessori program and the balance will come due. Admission to Grade 1 is not guaranteed; however, students enrolled in the Montessori program will be viewed favourably and given a higher level of priority for admission into Grade 1.

► Grade 1: Cambridge International Primary Qualification

Students admitted under the 'general admission' category into the pre-primary school for the Montessori program, will be required to confirm their intent to continue into Grade 1 for the Cambridge International Primary Program at Legacy School. Confirmations (in writing) must be received when a student is enrolled in the M3 (Upper Kindergarten) class by the date specified by the school. Failure to do so will result in the seat being forfeited in Grade 1.

► Grade 9 & Grade 10: Cambridge Upper Secondary Qualification (IGCSE)

Upon the completion of the Lower Secondary qualification (Grades 6 – Grade 8), students desiring to continue with the Cambridge IGCSE qualification (Grades 9 & Grade 10) are required to meet the eligibility criteria as specified in point 11a below. Post Grade 8, the school reserves the right to determine a student's eligibility to be promoted to the next grade, and also if they are eligible to be registered for the IGCSE examinations as a student of the school in Grade 10. The school reserves the right to accept and register a student as a private candidate.

➤ **Grade 11 & Grade 12: Cambridge International 'AS & A' levels & International Baccalaureate Diploma Programme (IBDP):** Upon the completion of the Cambridge IGCSE (Grade 10) board examinations, students can continue into Grade 11 to pursue either the Cambridge International 'AS & A' levels or International Baccalaureate Diploma Program (IBDP) qualification. However, the school reserves the right to determine if a student is eligible to be promoted to the next grade, and to determine which program the student would be best suited to succeed in.

The school will release the details of the program (A Levels or IBDP) that a student is eligible for by December and the student is required to confirm the same by the prescribed deadline specified in January of Grade 10. If the intent to confirm is not received by the date specified along with the payment of fees in advance for Grade 11, then the position will be forfeited and made available to external students that are seeking admission to Grade 11 at Legacy.

The school also reserves the right to determine if the student is eligible to be registered for the board examinations as a student of the school. The school reserves the right to accept a student as a private candidate.

In order to be considered eligible for admission, the student must satisfy the minimum criteria as specified below:

- Students should have maintained an overall attendance of 90% and above;
- Students must have achieved consistently high grades, in line with the standards below, across their Grade 9 and Grade 10 studies, including internal formative and summative reported grades. In instances where the school operates a 'no grades' policy, Legacy School will review the school reports and rubric standards.
 - **For IB-MYP:** The students must have obtained a grade 5 or above in all subjects.
 - **Cambridge IGCSE:** Students must have achieved a minimum of 'C' grade in a minimum of five subjects in the IGCSE including English above in their internal assessments and board examinations with consistency in the grades across both Grade 9 and Grade 10. In August, post the release of the official Grade 10 Cambridge IGCSE board examination results, the transition to Grade 11 and choice of subjects will be reviewed.
 - **ICSE / CBSE:** A student should have maintained an average of 'B' (80%) grade and or above in their internal assessments, pre-finals and board examinations;

- **Subject Confirmation:** Students who secure a 'C' grade (70%) can continue to study the subject into the IB Diploma Programme or A Level Programme. However, a discussion with the coordinator is strongly recommended to agree a path of support to ensure the student's preparedness for the rigour of the Grade 11 and Grade 12 course demands.
 - At the time of subject selection, prior to the publication of Board Exam results, this will be based upon the most reliable and relevant summative academic performance grades available within the context of each institution.
 - For students who do not fulfil the admissions criteria upon receiving their final board examination grades, the school will meet with the parent and student to discuss the available pathway options.

For CAIE, a student must have 5 passes, including English, with Grades of A, B or C in the IGCSE examinations and 3 passes in the 'A' Level examinations in order for their qualifications to be recognized in India

Recognition: The Cambridge Assessment International Education (CAIE) IGCSE and A Level qualification are recognized in India and around the world. Recognition details are available on the [Cambridge International website](#).

For IBDP, similarly, a student pursuing IB Diploma must have a minimum of 24 points and should have passed a minimum of three subjects at Higher Level (HL) and three at Standard Level (SL) for their qualifications to be recognized in India. Students at Legacy pursue the full International Baccalaureate Diploma Programme, and are required to meet all the internal assessment requirements as well as the board requirements for the DP Core in order to be eligible to receive the IB Diploma.

Recognition: The International Baccalaureate Diploma Program (IBDP) is also accepted and recognized for admission to undergraduate programs in India and around the world. For more information about the acceptance policy for the IBDP qualification in India and around the world, please click on [Guide to University Recognition in India](#).

Association of Indian Universities (AIU): Entry to undergraduate courses in India after high school completion programmes from international boards like Cambridge and IB are regulated by the Association of Indian Universities (AIU). Students are eligible to apply for an undergraduate course of their choice as per the subject combinations mandated by a university or college provided.

6. Parent Collaboration

Legacy School views learning as a collaborative process, and may request parents to either volunteer their time, commit their expertise or assist with student programs, events, field-trips, projects, activities, clubs, sports, internships, guest speakers, master classes, chaperone, etc.

We also invite parents to collaborate with the career counselling department of the school to offer opportunities for students to understand about various industries and careers, job shadowing programmes and internships.

Parent-Teacher-Student (3-Way) Conferences and Benchmarking meetings are held at regular intervals in the academic year. It is mandatory that at least one parent attend each meeting.

7. Learning, Behavioural or Socio-Emotional Well-Being

If a student is identified with concerns in either of the above areas that pose to be either an impediment or a challenge to their academic progress and overall development, or that places any member of the community at risk or in harm, the school will first conduct an informal assessment, based upon which an official educational, behavioural or psychological assessment report would be required from an external certified practising professional. The results of the report will remain confidential and the recommendations given will be used to help further support the child's learning needs and the social-emotional well-being. In such a situation, it is mandatory that the parents work in cooperation with the child, the consultant and the school, including the teachers, administrators, counsellors and special educators that are involved and assigned to oversee the child's learning and development.

8. Miscellaneous

Yoga: The school believes in promoting the personal physical and mental health and emotional well-being of our children. It is particularly important to us that our children develop the habit of mindfulness at an early age, so that they may persist with it as they get older and can use this as a means to cope with stress and anxiety that life brings in adulthood. Hence, it is mandatory for all students of Grades 1 to onwards to attend Yoga class as part of their regular weekly schedule. As a secular school, we ensure that these classes are not of a religious nature, but are purely focussed on helping a child to find a sense of balance without and within by practising the physical exercises and the mindfulness tips with our trained Yoga practitioners. Only students with a certified medical condition that limits their ability to participate will be exempted.

Photography / Videography Policy: Photographs or videos of classes, students (individual or group), sports, literary events, cultural performances, field-trips, competitions or any other school associated activities could be published in print or digitally, be it on the school website, internal school portal, school magazine, social media sites or in the school's promotional material. At the time of enrolment, parents can collect, complete and submit a media exemption form if they would like their child to be excluded from such activity.

Transport: Services are outsourced to and managed by an external contracted service provider. Transport services are provided from a main pick-up point to school and back to a main drop-point. Transport services are not guaranteed to all locations. The school reserves the ultimate right to select and or change the school's official transport service provider. Please refer to the transport policy document for all other pertinent details. The school does not guarantee that transport will be available for the designated area. The full transport policy

is available with the Operations Team and can be shared with you when you are interested in availing this service.

Catering Services: Meal services are outsourced to and managed by an external contracted service provider. The school only offers a vegetarian menu. Availability of this service is dependent upon the number of students who opt for the program to ensure that it remains viable for any service provider. The school reserves the ultimate right to select and/or change the school's official service provider, or to offer the service.

If you have any queries or require any clarification regarding these policies, please address them to the Front Office at connect@lsb.edu.in

9. Enrolment, Fees & Withdrawal Policies

The Legacy School Fee policies and guidelines are designed to help us implement our strategic and annual plans effectively, so that we can enable every student to experience a meaningful and high-quality international education. This document provides detailed information to ensure that there is a clear understanding of our procedures relating to fees, enrolment and withdrawal. The fee policies and guidelines are applicable to all Legacy parents / guardians (new and existing). We encourage you to please read, understand and familiarise yourselves with the policies enclosed herein, as well as take note of and adhere to the dates and payment options and processes that will be shared with you in the fee schedule along with the admission decision. These procedures are critical for us to deliver a quality educational experience for your child. If you have any queries or require any clarification regarding these policies, please address them to the Student Records Office at student.record@lsb.edu.in

To Apply for Admission

Application Fee: This is a **non-refundable** fee; it is to be submitted voluntarily along with your child's application form

To Confirm Admission

Registration, Development & Admission Fee: This is a **non-refundable** fee; once you have received an offer of acceptance, these are to be submitted voluntarily to confirm your child's admission to the school

To Confirm Enrolment

Annual Education Fee: Once a child's enrolment is confirmed for the academic year, the education fee will be applicable for the entire academic year and is to be paid in full for the entire year as indicated and applicable in the fee schedule communicated.

Note: In the event of an unforeseen / unanticipated / unexpected relocation due to a death / illness / job transfer, it is mandatory that the family submit official evidence of the change in residence and particulars of the next school that the child will be attending in the new location to where the family will be residing. Only in such a situation, can the parent write to the school and request for a consideration of an exemption on humanitarian and compassionate grounds.

Security / Caution Deposit (Refundable)

1. Is a non-interest bearing, cautionary, refundable 'Security Deposit'
2. Parents must always maintain a cautionary deposit on file with the school as per the details specified in the applicable fee schedule for the respective grade.
3. Any damage to school property, loss of school materials, dues and non-payment of fees will be adjusted against the security deposit
4. This security deposit will be refunded when the student either graduates or officially withdraws from school and successfully completes the withdrawal process as specified by the school
5. Parents must formally apply for withdrawal from the school in writing by giving a minimum of one month's notice, and ensure to comply and complete all school leaving procedures prior to receiving a refund of the security deposit or any school records or school transfer credentials
6. Submitting a one-months' notice does not in any way waive or exempt the parent from being required to pay and clear the annual fees due for the entire academic year once enrolment has been confirmed.
7. The security deposit will only be refunded by August 1st of the next academic year for students who transfer / withdraw mid-year or at the end of the respective academic year

Supplementary Fees

The costs for books, stationery, uniforms, recreational trips, school events, board/standardised exam fees, outbound experiential learning programs and graduation fees are supplementary

Optional Services

Foreign languages (French & Spanish), meals, transport, after school activities, study-abroad, etc. are optional services. Parents are required to subscribe for these services in addition and will be billed separately for the preferred services chosen.

Fee Payment Options

1. For the convenience of parents / guardians, the fees can be paid either in Monthly, Term or Yearly payment options
2. Due to the ongoing COVID safety measures that are in place, the school prefers to continue accepting payments digitally. The fees can be paid by opting from one of these available options - either e-NACH (for monthly payments), NEFT, RTGS, Debit or Credit Cards, Demand Drafts or Google Pay
3. Demand Drafts must be drawn in favour of 'Legacy School' and made payable at Bangalore
4. We accept Mastercard, Visa & AMEX; however, there is a surcharge on the total billable amount (3% for Mastercard & Visa, 4% for AMEX)
5. **Monthly Payment Option:** For those opting to pay the fees on a monthly basis, the annual education fees can be paid in equal monthly instalments through the e-NACH payment method only. The processing date for the collection of fees will be the 7th of each respective month and must be made in 10 equal instalments, except for high

school board batch students (Grades 10 - 12), who must make the payment of fees in 7 equal instalments. Board examination fees are to be paid in full at the time of being requested to enable the school to register the child for the board examination, and hence cannot be paid in monthly instalments.

6. **Term Payment Option:** Are payable in 3 equal instalments - in the months of April, September and January of the corresponding academic year

7. **Exam Fees:**

Cambridge International Board Examinations (Grades 10, 11 & 12)

> **March Series:** Cambridge International conducts the IGCSE (Grade 10) Hindi board examination exclusively in the March series in India. Hence the registrations for this board exam is processed in the month of September and the corresponding fee must be paid in full by October.

> **May Series:** For all other Cambridge International qualifications and subjects, that is for the IGCSE (Grade 10), AS Level (Grade 11) or A Levels (Grade 12), students will be registered for the May series board examinations. Registrations for these board examinations are processed in the month of December and therefore the corresponding board exam fees must be paid in full by January.

International Baccalaureate Diploma Programme (IBDP) Board Examinations (Grade 12)

Registrations for the International Baccalaureate Diploma Programme (IBDP) board exams are processed in the month of October of the second year of the IBDP and therefore the corresponding exam fees must be paid in full by the 1st week of November of the corresponding academic year.

8. Board examination hall tickets, report cards, statement of results, mark sheets, transcripts, migration certificate, transfer certificate, etc. will only be issued once all pending fees are cleared by the due date specified.
9. Permission to appear for internal / board exams will not be granted if fees are not paid for the entire year.
10. All prescribed fees must be received by the respective deadlines specified in the fee schedule.
11. In the event that the fee is not paid by the prescribed deadline, a grace period of 7 calendar days will be allowed for the payment of fees to be made; however, late fees will continue to accrue for this period.
12. In the event that the fees remain in arrears beyond a period of 30 calendar days, the school reserves the right to adjust the amount due against the security deposit on file and temporarily suspend / discontinue the enrolment / revoke the admission. The school also reserves the right to choose to reinstate the student with a re-enrolment fee at its own discretion.
13. For all external examinations, such as the Cambridge Checkpoint, PSAT, NMSQT, SAT, Cambridge International or IBDP board examinations, the school will collect a supplementary exam fee, and also levy an additional administrative fee over and above the education fees. GST (if / where applicable) will be billed additionally at the prevailing rates.

Fee Payment Information

1. All fees are payable and accepted in Indian Rupees (INR) only
2. All bank charges incurred by the school in association with either a payment being received (wire transfer, etc.), or rejected (dishonour of cheques/e-NACH mandates, etc.), from a parent's bank account, the school will correspondingly debit the student's account and claim this amount to be payable
3. Please note that Legacy does not accept any payment of fees by cash
4. Receipts will be issued for all fee payments
5. E-NACH service fee and payment return charges and cheque bounce / return charges and late payment charges will be billed at the applicable rates notified in the annual fee schedule
6. It is the responsibility of the parent to pay the school fees by the prescribed date. The school is not responsible or required to provide reminders, but may choose to do so purely as a courtesy.
7. Delay in payment of fees would result in a late fee penalty being levied per day until the outstanding dues are paid in full; further, a hold will be placed on the student's record and this may result in a temporary suspension or expulsion from the school
8. When a payment is late, the applicable late fees will automatically begin to accrue from the very next day past the due date, and will be debited to the student's account and claimed as an amount payable. The school reserves the right to adjust and recover this amount against the security deposit on file.
9. Failure to pay the fees to the school, or any service provider of the school for a period exceeding 30 days, would result in the fees being recovered from the security deposit; appropriate measures would be taken thereafter to recover the fees as stated in point 12 in the 'Fee Payment Options'
10. Any unpaid fees or charges will be treated as amounts due and will be adjusted to the extent possible against the balance of the security deposit

10. Student Withdrawal Policy

Schools are dependent upon a confirmed enrolment, and the corresponding revenue from the tuition fees of each child, to plan their operations and services for the next entire academic year. Based upon the admissions and confirmed enrolment, the school plans future development, procures resources, hires faculty and confirms contracts. Each student withdrawal has an impact on the school's planning and preparation for the next academic year.

We do however understand that there may be certain circumstances wherein a parent is compelled to withdraw their child due to a relocation or other such personal reasons. Hence, parents may request to transfer/withdraw their child from Legacy School prior to the commencement of the academic year by submitting a letter addressed to [Student Records](#) stating the reason/s for their withdrawal. They must also submit the 'transfer application form' to the Student Records office along with evidence to validate the reason for the withdrawal or transfer.

As a result, if a parent opts to withdraw a **new student's enrolment prior to the commencement of the academic year**, the fees paid and security deposit will be processed as per the school's policies stated below:

Non-Refundable Fees

Registration, Admission & Development Fees: These are strictly non-refundable and will be forfeited once admission is confirmed, but later enrolment is withdrawn.

Refundable Fees

Refund of Security / Caution Deposit: A refund of the interest-free Security Deposit will be provided by August 31st of the subsequent year. The refund (if any) will be made only after adjusting any fees due per the applicable scenario as given below.

Education Fees

a. Requests for premature withdrawal (received between April 1st to May 31st, and prior to enrolling in the school)

A total of one month's education fees applicable for the academic year will come due and be debited to the student's account and correspondingly adjusted against the security deposit

b. Requests for premature withdrawal (received between June 1st to July 30th, and prior to enrolling in the school)

A total of two month's education fees applicable for the academic year will come due and be debited to the student's account and correspondingly adjusted against the security deposit

c. Requests for premature withdrawal (received after August 1st but prior to attending school; that is once school has commenced for the next / new academic year)

A total of one term's education fees applicable for the academic year will come due and be debited to the student's account and correspondingly adjusted against the security deposit

d. Request for mid-year withdrawal of enrolled student (received between August 1st and December 31st)

- a minimum of one month's notice would be required to be given to the school
- 50% of the annual education and supplementary fees will come due and must be paid prior to the school being able to process the request and provide the official withdrawal documents

e. Request for mid-year withdrawal of enrolled student (received after January 1st)

- a minimum of one month's notice would be required to be given to the school
- 100% of the annual education and supplementary fees will come due for the remainder of the academic year and must be paid in full prior to the school being able to process the request and provide the official withdrawal documents

Supplementary Fees (Refundable): Once these services are subscribed for, the parent is liable to pay these fees as per the policy. Only the cost of food shall be refunded on a pro-rata basis, proportionate to the number of days actually spent on the meal plan

Supplementary Fees (Non-Refundable): Once these services are subscribed for, the parent is liable to pay these fees as per the policy. Fees paid for services availed such as Bus Transport, Books, Stationery, Educational Supplies, Outbound & Experiential programs will not be refunded, as they are predetermined fixed costs that have been committed to the various service providers.

Refunds

In the event of a certified life-threatening medical illness or death of either the primary earning member of the family, or of the child, the fees for all the days that the child was scheduled to be enrolled (in the future) would be refunded. A refund would be processed and credited 30 days from the date of intimation and submission of the relevant documentation.

In the event of a documented out-of-state or overseas job transfer, the school will prorate the fees, but will retain one month's fees from the official date of the withdrawal request being made. In such a situation, the school reserves the right to request for any documentation that is deemed to be reasonable to validate and corroborate the request.

Deferred Admissions

If a request is received prior to May 15th, a confirmed admission may be deferred at the discretion of the School Management. Admissions may be deferred for a maximum period of 1 year upon payment of the one-time, non-refundable Application, Registration and Development Fee and the First Term Fee for the next academic year. Please note that all fees shall be applicable as per the Fee Notification relevant to the year the student is scheduled to begin attending school and any difference in the Application, Registration and Development Fee will also have to be paid at the time of commencement in the subsequent year.

Transfer Certificates

Transfer Certificates will be issued 14 working days after the student's last working day at Legacy only when the school is in session. A "No Dues Certificate" must be obtained by the parent/guardian before student performance reports are issued. Please note that no Transfer Certificate or refunds will be issued while the student is still enrolled in school. Any student, who wishes to re-join the school after a Transfer Certificate is issued, will be considered as a returning student and will still be required to be readmitted as per the process established for all new admissions.



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