

General Admission Policy 2013 - 2014

- ⌚ Admission is open to students between 3 years to 19 years depending on the availability of seats.
- ⌚ Registration form is valid for one academic year only. Registration fee is non refundable.
- ⌚ Sibling/s will be given preference provided a seat is vacant.
- ⌚ The student is required to fulfill the age criteria / equivalent grade as mentioned by the admission committee.
- ⌚ Foreign nationals need to submit relevant documents as per Govt. of India rules and regulations for foreign nationals and secure appropriate Visa / Resident permit, if applicable.
- ⌚ **Age appropriate aptitude test / psychometric tests are administered to identify basic skills of a child in language / math / science. These tests are administered to help the child and parent and in turn for the school to understand the child's ability.**
- ⌚ Children with special learning needs, abilities and challenges will be evaluated on case to case baBIS as per IB standards and practices.
- ⌚ Meeting with the Principal is scheduled for the benefit of the child and parent to know us in a befitting manner.
- ⌚ In case of cancellation of admission, admission fee and school fee will not be refunded.
- ⌚ A late fee of 100 INR per day will be applicable, if school fees and any other dues are not paid on time.

An incomplete Registration Form will be rejected without assigning any reason/s.

Admission Procedure:

- ⌚ Meeting with Dean – Administration.
- ⌚ Registration to be completed by paying the Registration fee (non refundable).
- ⌚ Registration form to be legibly filled and submitted to the school office with all relevant documents.
- ⌚ Registration form which is incomplete and non submission of relevant documents will not be accepted.
- ⌚ The schedule of the Aptitude test / Psychometric test to be conducted will be communicated while submitting the Registration form.
- ⌚ Admission will be considered confirmed on receipt of Admission Fee (non refundable) , 1st instalment (non refundable) and Security Deposit (refundable) .
- ⌚ Admission to be confirmed within 15 working days. The school has the authority to grant the seat to someone else in case of non communication and non receipt of fee and documents within the stipulated time.

List of Documents to be submitted at the time of admission

A) In case of students from within the country or within Supaul district :

1. Current school Transcripts (original)
2. Health Card (photocopy)
3. 35 mm x 35 mm picture of the student – 4 nos
4. Letter of recommendation from the Principal / facilitator of the current school (original)

5. School leaving certificate (original)
6. Birth Certificate (photocopy)

B) In case of overseas students:

1. Passport of the student and parents. (photocopy). Original to be brought for verification.
2. Valid visa documents of the student and parents. (photocopy)
3. Introduction letter from the Company (original), if applicable.
4. 35 mm x 35 mm picture of the student – 4 nos
5. Health Card (photocopy)
6. Current school Transcripts (original)
7. Letter of recommendation from the Principal / facilitator of the current school (original)

Parents and Students of Indian Origin need to submit copy of their OCI or PIO card. (photocopy)

Documents in languages other than English need to be counter-signed by the competent authority of the Education Ministry or by the competent authority of the Indian Diplomatic Mission in that country.

Very Important:

It will be the personal responsibility of the parent to inform the school in writing, if the student is undergoing any medical treatment / medical ailment / allergies etc... at the time of Registration. The school does not administer any kind of medical treatment / medication.

We look forward for your whole hearted support and cooperation to look after your child in a better manner.

Age Criteria as on 1st July 2013

KG 1 (Nursery)	2 yrs 6 months to 3 yrs 6 months
KG 2 (Junior K.G)	3 yrs 6 months to 4 yrs 6 months
KG 3 (Senior K.G)	4 yrs 6 months to 5 yrs 6 months
IB PYP I (Grade 1)	5 yrs 6 months to 6 yrs 6 months
IB PYP 2 (Grade 2)	6 yrs 6 months to 7 yrs 6 months
IB PYP 3 (Grade 3)	7 yrs 6 months to 8 yrs 6 months
IB PYP 4 (Grade 4)	8 yrs 6 months to 9 yrs 6 months
IB PYP 5 (Grade 5)	9 yrs 6 months to 10 yrs 6 months
MSP 1 (Grade 6)	10 yrs 6 months to 11 yrs 6 months
MSP 2 (Grade 7)	11 yrs 6 months to 12 yrs 6 months
MSP 3 (Grade 8)	12 yrs 6 months to 13 yrs 6 months
IGCSE 1 (Grade 9)	13 yrs 6 months to 14 yrs 6 months
IGCSE 2 (Grade 10)	14 yrs 6 months to 15 yrs 6 months
IB DP 1 (Grade 11)	15 yrs 6 months to 16 yrs 6 months

IB DP 2 (Grade 12)	16 yrs 6 months to 17 yrs 6 months
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Admission Procedure

One time payment at the time of admission

Registration Fee (Non Refundable)	15000
Admission Fee (Non Refundable)	30000
Security Deposit (Refundable)	50000
Total	95000

Annual Fee Structure for the A.Y 2013-14

Payment schedule	IB PYP		BIS	IGCSE	IB DP
	Kindergarten	Grade 1 - 5	Grade 1 - 9	Grade 9 - 10	Grade 11 - 12
1st inst(on confirming admission)	39,000	93,500	25,000	100,000	172,000
2nd inst (Sept)	39,000	93,500	25,000	100,000	172,000
3rd inst (Jan)	NA	93,000	25,000	100,000	172,000
Total (per annum)	78,000 INR	280,000 INR	75,000 INR	300,000 INR	516,000 INR

Mode of Payment: - DD or Wire transfer

Bank Transfer Details

Sr.No	Particulars	Details
1	Name & Address of the Beneficiary	Bivha International School, Bivha Knowledge Park, Nh-106, Simrahi Supaul Bihar India 852111
2	Name & Address of the Banker	
3	Bank Account No.	
4	BSR CODE	
5	IFSC /RTGS/NEFT CODE	
6	SWIFT CODE	
7	Type of Account	Saving Account.

Kindly mention student's name while transferring fees by WIRE /NEFT/RTGS/ECS
Kindly submit proof of payment to school by email or fax.

E Mail ID: - bivhacare@hotmail.com

- ⌚ Admissions for the new academic year for Nursery and Grade 11 , open in the first week of January each year. Admissions to other classes depend on vacancies available.
- ⌚ Registration fee is non refundable. In case of a waiting list, the school does not commit of a confirmed admission.
- ⌚ Admission fee is to be paid in full at the time of admission and is non refundable.
- ⌚ Security deposit is also payable at the time of admission and is refundable on withdrawal of admission.
- ⌚ School fee is charged for 12 months of the year.
- ⌚ Kindergarten fees can be paid in two instalments (Jan / Sept)
- ⌚ Grade 1 to 12 fees can be paid in three equal installments (May / Sept / Jan)
- ⌚ In case installments are not paid on time, a fine of Rs. 100 per day is charged. The school office sends circulars from time to time in this regard. The fee schedule is clearly mentioned in the school diary.

Documents for submission at the time of admission:

A) In case of overseas students:

1. Passport of the student and parents. (photocopy)
2. Valid visa documents of the student and parents. (photocopy)
3. Introduction letter from the Company.(original)
4. Passport size pictures of the student – 4 nos
5. Health Card (photocopy)
6. Current school Transcripts (original)
7. Letter of recommendation from the Principal / facilitator of the current school (original)
8. Students of Indian Origin need to submit copy of their OCI or PIO card. (photocopy)

Documents (if in any other language apart from English) need to be counter-signed by the competent authority of the education ministry or by the competent authority of the Indian Diplomatic Mission.

B) In case of students from within the country or within city:

1. Current school Transcripts (original)
2. Health Card (photocopy)
3. Passport size pictures of the student – 4 nos
4. Letter of recommendation from the Principal / facilitator of the current school (original)
5. School leaving certificate (original)
6. Birth Certificate (photocopy)

Withdrawal and Refund Policy:

In case the parent wishes to withdraw his / her child, the withdrawal form needs to be duly filled in, which is available in the school office. Transcripts and other relevant documents will be provided only on receipt of 'No dues' from all the concerned departments. Fees once paid is non refundable. In case of any refund applicable, it will be refunded on pro-rata baBIS.

School Transport - Additional Charges will be applicable

The school has a fleet of buses plying on different routes. Transportation charges are charged for 12 months. Fees are paid in two installments and is charged on a pro-rata baBIS. In case of withdrawal / cancellation of bus facility, the amount paid is non refundable. Transportation Fee is non refundable. On late payment, a fine of Rs. 50 per day will be applicable. Transportation is available on a first come first serve baBIS. For details regarding the school transport, please feel free to get in touch with our transport in charge.

Text Books

The school provides textbooks in Grade 9 and Grade 11. An additional charge for textbooks is applicable besides the school fees. Text Book fees charged may vary as per the choice of subjects.

Note: School is paperless, That is why? BIS provides tablet PC free of cost. All Course Books are stored in it in E-Book format.

Exam Fees

It is mandatory for students in Grade 8 to appear for the check point exams conducted by the University of Cambridge. An additional cost will be applicable and may vary every year. The fees paid for check point exam are transferred to the University of Cambridge.

An additional cost is payable towards Exam fees for students admitted to Grade 10 and Grade 12. The fees paid towards 'Examination Fees' are transferred to the University of Cambridge and International Baccalaureate respectively.

Courier Charges + Administration Expenses

These charges are to be paid along with the Examination Fees and may vary from time to time. On non payment of Exam Fees, the students will not be eligible to appear for their IGCSE / IB Diploma Exam.

The Academic Year at BIS

SEMISTER - I	
Grade	Month
KG – Grade XII	August to December
SEMISTER - II	
KG – Grade VIII	January to May
Grade IX -XII	January to June

Admission Procedure:

International Baccalaureate Primary Years Program (IB PYP) Kindergarten (1 to 3)

Teacher student ratio : 1 : 10

Grade	Age as on 1st July	Intake status	Fee installment (Jan + Sept)
KG 1 (Nursery)	3 years	Fresh intake	39,000 INR
KG 2 (Lower Kindergarten)	4 years	Only on availability	39,000 INR
KG 3 (Upper Kindergarten)	5 years	Only on availability	39,000 INR

Procedure:

- ① Interaction with the school admission office.
- ① To proceed for registration. Registration form to be duly filled and submitted to the school office with all relevant documents. Incomplete documents will result in the form not being accepted.
- ① Aptitude test will be conducted on the date mentioned at the time of submission of Registration form.
- ① Admission to be confirmed within the stipulated period. The school has the authority to grant the seat to someone else in case of non communication.
- ① Admission Fee (non refundable) + Security Deposit (refundable) + 1st installment to be paid to confirm admission.
- ① Admission will be confirmed only on completion of the above procedure.
- ① Interaction with the Principal.

Primary Years Program (1 to 5)

Teacher student ratio : 1 : 10

Grade (6 years – 11 years age group)	Age as on 1st July	Intake status	Fee installment (Jan / May / Sept)
IB PYP 1 to 5 (Grade 1 to 5)	Age criteria available with the school office	Only on availability	93,500 / 93,500 / 93,000 INR

Procedure:

- ① Interaction with the school admission office.
- ① To proceed for registration. Registration form to be duly filled and submitted to the school office with all relevant documents. Incomplete documents will result in the form not being accepted.
- ① Aptitude test + Psychometric test will be conducted on the date mentioned at the time of submission of Registration form.
- ① Admission to be confirmed within the stipulated period. The school has the authority to grant the seat to someone else in case of non communication.
- ① Admission Fee (non refundable) + Security Deposit (refundable) + 1st installment to be paid to confirm admission.
- ① Admission will be confirmed only on completion of the above procedure.
- ① Interaction with the Principal.

BIS Middle School Program (BIS MSP)

Grade (11 – 14 years age group)	Age as on 1st July	Intake status	Fee installment (Jan / May / Sept)
BIS MSP 1 to 3 (Grade 6 to 8)	Age criteria available with the school office	Only on availability	100,000 / 100,000/100,000

Procedure:

- ① Interaction with the school admission office.
- ① To proceed for registration. Registration form to be duly filled and submitted to the school office with all relevant documents. Incomplete documents will result in the form not being accepted.

- ⌚ Aptitude test +Psychometric test will be conducted on the date mentioned at the time of submission of Registration form.
- ⌚ Admission to be confirmed within the stipulated period. The school has the authority to grant the seat to some one else in case of non communication.
- ⌚ Admission Fee (non refundable) + Security Deposit (refundable) + 1st installment to be paid to confirm admission.
- ⌚ Admission will be confirmed only on completion of the above procedure.
- ⌚ Interaction with the Principal.

IGCSE 1 n 2 (IX & X) (BIS MSP)

IGCSE , University of Cambridge	Eligibility	Intake status	Fee installment (Jan / May / Sept)
Grade 9 and 10	Completion of Grade 8 or equivalent	Only on availability	100,000 / 100,000/100,000

Procedure:

- ⌚ Interaction with the Program Coordinator and the school admission office.
- ⌚ To proceed for registration. Registration form to be duly filled and submitted to the school office with all relevant documents. Incomplete documents will result in the form not being accepted.
- ⌚ Basic Aptitude test (English , Math and Science) + Psychometric test will be conducted on the date mentioned at the time of submission of Registration form.
- ⌚ Admission to be confirmed within the stipulated period. The school has the authority to grant the seat to some one else in case of non communication.
- ⌚ Admission Fee (non refundable) + Security Deposit (refundable) + 1st installment to be paid to confirm admission.
- ⌚ Admission will be confirmed only on completion of the above procedure.
- ⌚ Interaction with the Principal.

International Baccalaureate Diploma Programme (Grade XI – XII)

International Bacclaureate Diploma Program	Eligibility	Intake status	Fee installment (Jan / May / Sept)
Grade 11 and 12	Completion of Grade X from SSC/ CBSE / ICSE / or any equivalent Board	Fresh intake of 40 students in Grade 11	172,000/ 172,000 / 172,000

Procedure:

- ⌚ Interaction with the Program Coordinator and the school admission office.
- ⌚ To proceed for registration. Registration form to be duly filled and submitted to the school office with all relevant documents. Incomplete documents will result in the form not being accepted.
- ⌚ Basic Aptitude test (English , Math and Science) + Psychometric test will be conducted on the date mentioned at the time of submission of Registration form.
- ⌚ Admission to be confirmed within the stipulated period. The school has the authority to grant the seat to some one else in case of non communication.
- ⌚ Admission Fee (non refundable) + Security Deposit (refundable) + 1st installment to be paid to confirm admission.
- ⌚ Admission will be confirmed only on completion of the above procedure.
- ⌚ Interaction with the Principal.

School Uniform - Additional Charges will be applicable:

Boys	Girls
Regular School Uniform + tie + belt	Regular School Uniform + tie
Sports / PE Uniform	Sports / PE Uniform
School Blazer	School Blazer
Maroon color fleece jacket	Maroon color fleece jacket
White Socks & Black Shoes	White Socks & Black Shoes