FRAVASHI INTERNATIONAL ACADEMY

Fravashi International Academy was founded by R. S. Luth Education Trust, under the chairmanship of Mr. Ratan Luth. The R. S. Luth Education Trust established in 1978, has been doing yeoman service in the field of education for the past three decades. The Chairman and Founder of Fravashi International Academy with his wife Vice – Chairperson Arch. Sharvari Luth along with their team members have set up this unique educational institution that seeks to make an outstanding impact in the educational field by imparting world class education.

**Mission Statement**

1. Provide each student a diverse and an all round education in a safe, supportive environment that promotes self discipline, motivation and excellence in learning.
2. Balance moral, spiritual and vocational instructions.
3. Sharpen those perceptions that contribute to global cohesion, a scientific temperament and an independent mind and spirit.
4. Develop the total personality of a student and pave the way for an educational system seeking to produce a complete citizen and a total human being.

**Rules and Regulations**

I. **Admission and Withdrawal**:

1. Students and parents applying for admission have to meet the PRO - Admissions and Director of Academics before the admission is finalized. For admissions to IGCSE, A & AS Levels, students and parents will have to meet the PRO - Admissions and the Technical Director of Education before the admission is finalised.

2. An admission test will be administered for those seeking admissions from Grade II onwards.

3. All the students, whose admissions are done for the new session, will have to attend the orientation programme, along with their parents, as per the schedule mentioned in the Khronika.

4. Any child seeking admission at FIA, who has previously not attended any recognized school, an official Birth Certificate should be submitted by the parent/parents at the time of admission to FIA.

5. a. Children who have attended a recognized school will not be admitted without a Transfer Certificate/School Leaving Certificate from the school he/she has last attended. In case of children coming from a school outside Maharashtra State, the certificate must be countersigned by the Local Education Officer of the place where the previous school is situated.

   b. Students who are of Nationalities other than Indian must provide a copy of their Passport, VISA or any other document that may be asked by school/CIE to confirm his/her admission at FIA.

6. The following details would be taken in FIA records only based on previous school leaving certificate (if applicable). In case FIA is 1st school then as per Birth Certificate issued by
government agencies.

- Child’s Name
- Parents’ Names
- Date of Birth
- Religion

Any change to the same will have to necessarily follow government regulations. Parents are responsible to verify the above details at the time of admission.

7. Parents are responsible to submit the previous school leaving certificate to FIA within an appropriate time.

- The admission to FIA will be provisional till submission of previous school leaving certificate.
- The submission of the same will be solely parent’s responsibility. Failing to submit this would lead to cancellation of admission.

8. Kindly ensure to provide all information related to the medical history of your child/children during the admission procedure itself. For instance details on any ailments, allergies, disease etc are to be mentioned in the medical form provided in the prospectus. It is of utmost importance for the school authorities to know about the same to safeguard against any emergency related to your child/children’s health.

9. If your child/children have had any medical history or recent medical issue then a medical certificate needs to be submitted at the time of admission to the school office along with other related documents from a registered medical practitioner. Only after it is found satisfactory by the school management the admission to your child/children will be granted.

10. **IMPORTANT** - Kindly do mention your child/children’s blood group very clearly at the time of admission in the medical form provided in the prospectus.

11. Please do not send the fees or any kind of payment/letter/note/verbal message for your child to the school through any student, tutor/administrative member, driver or support staff of the school.

12. The notice of withdrawal from the school should be given in writing on the prescribed form, available at the school office at least one month in advance. The exact date of withdrawal must be mentioned. After the date of withdrawal and the issuance of school leaving certificate, the child should stop coming to the school.

13. The School Leaving Certificate will be issued only after all dues are paid.

14. Bonafide Certificate for your child will be issued to you within a duration of 2 to 7 working days of receipt of written request or the duly filled in Bonafide Application form that is attached in the Khronika 2015-2016 of your child from you.

15. Kindly note that no verbal or telephonic request will be accepted for the issuance of Bonafide Certificate and School Leaving Certificate of your child.

16. If the child does not report after the start of the academic session and there is no intimation from his parents/guardian related to the same, and after a few days or months, an application for LC is
given by the parents, though the child has not attended the school for a single day, the parents would be liable to pay the fees payable/applicable from the first day of the academic session till the date of application of School Leaving Certificate.

17. If in case an application for School Leaving Certificate is submitted by the parents to the school after the submission of the student kit uniform requisition and stationery requisition in the month of March then the amount of the student kit uniform and stationery (as per the requirement given by the parents) will be borne by the parents else the School Leaving Certificate will not be issued to the parents by the school.

18. If your child/children attend even a single day of the school after the admission is confirmed or the school has re-opened or for a particular quarter of fee payment schedule for the session and you apply for the School Leaving Certificate, then the same will be issued to your child/children only after the payment of that particular quarter school fees of your child/children.

IIA. ACADEMIC SESSION FOR NURSERY TO IGCSE 2017 (Grade X):
1. For Nursery to IGCSE 2017 (Grade X) the academic session is from June to May.
2. The quarters for paying the school fees and conveyance fees are June to August, September to November, December to February and March to May.
3. No PDC (Post Dated Cheque) will be accepted with cheque realization date after March 10.
4. School fees and conveyance fees have to be paid in advance for every quarter on or before the dates given below. If not paid by the due date, Rs. 1000/- per day will be charged as a penalty. No special request whatsoever will be entertained.

<table>
<thead>
<tr>
<th>Quarter</th>
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<tbody>
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<tr>
<td>Fourth Quarter</td>
<td>March to May</td>
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</tbody>
</table>

5. a. If a cheque is dishonoured, Rs. 1000/- would be charged as penalty & the said amount of fees will be accepted only in 'CASH', which should be paid within 10 days after the cheque is dishonored.
b. All other future payments till the child passes out of the school will also have to be paid only in 'CASH.'
c. If the fee payment due date falls before the start of an assessment/unit test/CIE's examination, and the fees are not paid before the due date, then the child will not be allowed to sit for the said assessment/unit test/CIE examination.
d. If the fees and fine of late fees are not paid to the school, then on the PTC days the assessment answer sheets / unit test answers sheets, note books, work books/ work sheets etc of your child/children will not be shown or handed over to both your child and you until dues / fees are cleared by you.
6. Please note that the RTGS (Real Time Gross Settlement) payment facility is provided only for the boarders. If payment is made through RTGS, the parents have to inform the school office regarding the amount transferred, the date of transfer and the transaction number, on the same day through an email/SMS.

7. Quarterly fees are applicable also for the late admissions.
   a. If the child takes admission in August, he / she will have to pay the school fees for June itself as the first quarter starts in June. Conveyance fees will be charged as per the actual date of admission.
   b. If the child takes admission in October or November, he / she will have to pay the school fees for September itself as the second quarter starts in September. Conveyance fees will be charged as per the actual date of admission. The same rule would apply for the third and fourth quarters, too.

8. On account of hike in the cost of basic commodities (food cost, fuel cost etc.) there may be an increment of 8% to 10% in the school fees and conveyance fees on a yearly basis. Please treat this as a prior intimation for the same.

9. (a) Kindly note that in case you need to replenish the stock of stationery items such as pens, pencils, erasers etc. for your child, you are requested to send a note for the same in the Khronika along with the required amount. The child will be sent by the form tutor along with a support staff to buy the stationery from the Administrative block of FIA.
   (b) Please note the above facility is provided only if your child has damaged or lost the stationery provided by the school during the purchase of the stationery kit.

10. In case of payment of school fees by cheque, the cheque should be drawn in the name of: Fravashi International Academy.

11. In case of payment of conveyance fees by cheque, the cheque should be drawn in the name of: Fravashi International Academy – Bus Section.

12. You are requested not to send a blank cheque to school. The entire data on the cheque should be filled by the parents. No request to fill the same by any FIA team member will be entertained.

13. Upon the reopening of the school in the month of June a passport size photograph of the student in school uniform will be clicked in the school by our official school photographer and 8 copies of the same will be kept in the school office for the school records. The charges for these photographs will be borne by the parents.

14. If your child/children attend even a single day of the school after the admission is confirmed or the school has re-opened or for a particular quarter of fee payment schedule for the session and you apply for the School Leaving Certificate, then the same will be issued to your child/children only after the payment of that particular quarter school fees of your child/children.

15. **Note:** The school fee does not include the following:
   a. The school fee does not include the CIE exam charges, student kit charges, pocket money, external exam / classes fee – (YLE, Asset, Mindspark, Aptitude Test, JEE, SAT, TOEFL, external workshops / training programs, outdoor trips, visa counseling charges, CPT charges, outdoor competition charges, external competitions/examinations, any sports event/ annual day costumes etc.)
b. The examination fees for Cambridge Primary Checkpoint, Cambridge Secondary Checkpoint, IGCSE, AS Level & A Level is declared by UCLES (CIE). Thus the school fee structure does not include the examination fee for the above mentioned examinations. The exam dates may clash with our public holidays as the time table for all CIE examinations is set by the CIE with strict instructions for all the schools following CIE curriculum to execute exam time table.

c. If your child/children attend even a single day of the school after the admission is confirmed or the school has re-opened or for a particular quarter of fee payment schedule for the session and you apply for the School Leaving Certificate, then the same will be issued to your child/children only after the payment of that particular quarter school fees of your child/children.

d. It is mandatory to purchase the books of the particular grade of your child every year.

e. It is mandatory to purchase the student kit (uniform, textbook, notebooks, stationery etc.) for your child for the particular grade every year from the school itself; even if the child attends the school for even one day in the academic session.

f. It is mandatory to purchase the books from the school itself for any extra coaching that the student avails from the school apart from the regular curriculum (for instance, JEE, SAT, TOEFL etc.) The student will not be allowed to attend the particular extra class if the books are not purchased from the school.

II B. ACADEMIC SESSION FOR IGCSE NOVEMBER 2015 (GRADE X), A LEVEL NOVEMBER 2016 (GRADE XI) AND A LEVEL NOVEMBER 2015 (GRADE XII):

1. Academic session for IGCSE November 2015 (Grade X) & AS & A Level (Grade XI and XII) is December to November. Hence, the school fees and conveyance fees will be charged accordingly.

2. The quarters for paying the school fees and conveyance fees are December to February, March to May, June to August, and September to November.

3. No PDC (Post Dated Cheque) will be accepted with cheque realization date after 10th of September.

4. School fees and conveyance fees have to be paid in advance every quarter on or before the dates given below. If not paid by the due date, Rs. 1000/- per day will be charged as a penalty. No special requests whatsoever will be entertained.

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5. a. If a cheque is dishonoured, Rs.1000/-would be charged as penalty & the said amount of fees will be accepted only in 'CASH', which should be paid within 10 days after the cheque is dishonored.

b. All other future payments till the child passes out will also have to be paid only in 'CASH.'

c. If the fee payment due date falls before the start of an assessment/unit test/CIE's examination, and the fees are not paid before the due date, then the child will not be allowed to sit for the said assessment/unit test/CIE examination.

d. If the fees and fine of late fees are not paid to the school, then on the PTC days the assessment answer sheets / unit test answers sheets, note books, work books / work sheets etc of your child/ children will not be shown or handed over to both your child and you until dues / fees are cleared by you.

6. Please note that the RTGS (Real Time Gross Settlement) payment facility is provided only for the boarders. If payment is made through RTGS, the parents have to inform the school office regarding the amount transferred, the date of transfer and the transaction number, on the same day through an email /SMS.

7. Quarterly fee is applicable for the late admissions.
    a. e.g. If the child takes admission in February, he / she will have to pay the school fees for December itself as the first quarter starts in December. Conveyance fees will be as per the actual date of admission.

b. If the child takes admission in May, he / she will have to pay the school fees for March itself as the second quarter starts in March. Conveyance fees will be as per the actual date of admission. The same rule would apply for the third and fourth quarter too.

8. On account of the hike in the cost of the basic commodities (food cost, fuel cost etc.) there may be an increment of 8% to 10% in the school fees and conveyance fees on a yearly basis. Please treat this as a prior intimation for the same.

9. (a) Kindly note that in case you need to replenish the stock of stationery items such as pens, pencils, erasers etc; for your child, you are requested to send a note for the same in the Khronika along with the required amount. The child will be sent by the form tutor along with a support staff to buy the stationery from the Administrative block of FIA.

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12. You are requested not to send a blank cheque to school. The entire data on the cheque should be filled by the parents. No request to fill the same by any FIA team member will be entertained.

13. Upon the reopening of the school in the month of June a passport size photograph of the student in school uniform will be clicked in the school by our official school photographer and 8 copies of the same will be kept in the school office for the school records. The charges for these photographs will be borne by the parents.
14. If your child/children attend even a single day of the school after the admission is confirmed or the school has re-opened or for a particular quarter of fee payment schedule for the session and you apply for the School Leaving Certificate, then the same will be issued to your child/children only after the payment of that particular quarter school fees of your child/children.

15. NOTE-The school fee does not include the following:

a. The school fee does not include the CIE exam charges, student kit charges, pocket money, external exam / classes fee – (YLE, Asset, Mindspark, Aptitude Test, JEE, SAT, TOEFL, external workshops / training programs, outdoor trips, visa counseling charges, CPT charges, outdoor competition charges, external competitions/examinations, any sports event/ annual day costumes etc.)

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d. It is mandatory to purchase the books of the particular grade of your child every year.

e. It is mandatory to purchase the student kit (uniform, textbook, notebooks, stationery etc.) for your child for the particular grade every year from the school itself; even if the child attends the school for just one day in the academic session.

f. It is mandatory to purchase the books from the school itself for any extra coaching that the student avails from the school apart from the regular curriculum (for instance, JEE, SAT, TOEFL etc.). The student will not be allowed to attend the particular extra class if the books are not purchased from the school.

g. It is mandatory to buy the respective set of resource material from the school by students opting for JEE, CET or any other competitive examination preparation classes conducted by FIA.

h. Special sessions are conducted at school for the batches appearing for these competitive examinations. However, after their A Level – CIE examination, the students attending these sessions during the last five months (Dec – April) will have to pay the necessary fees towards the session and the conveyance charges.

i. The students are responsible to register for the JEE & CET examinations and the school extends its support in guiding them for the same.

III RULES AND REGULATIONS FOR THE BOARDERS:

1. Please follow the rules mentioned in this Khronika and Boarders’ Handbook to ensure the well being of your child. You are expected to co-operate with school authorities in
enforcing regularity and discipline; by ensuring that your child/children observe all rules and regulations.

2. As per the rules, all the boarders will be expected to report to the FIA campus a day prior to the beginning of the term or as per the dates and timings specified in the Khronika/Boarders’ Handbook for various other long and short vacations. All students will be expected to be present for the beginning of the term and on all school days. Attendance is compulsory for the students on the first day of the re-opening of the school and after every long vacation or break. A student should arrive not earlier than 12:00 noon and not later than 5:00 p.m. on the reporting day. If this rule is not followed then Rs. 1000/- will be charged as penalty even if your child/children report to the campus late by half an hour.

3. Parents or any other family member/family friend (with the consent and confirmation of the parents) will be allowed to come and meet their child/children who are in the Boarding House only once in a month i.e. in a span of 30 days on a working day for half an hour in the Administrative Block under the Deputy Head of Boarding’s supervision. This will be permitted September onwards only. No meetings will be allowed from June to August so as to help your child/children settle well in their respective boarding houses.
   a. Parents will be allowed to come and meet their child/children who are in the Boarding House, at the school campus from Mondays to Fridays, after school hours, and only on the 4th Saturday of every month with a prior appointment fixed on the preceding Thursday of the 4th Saturday up to 05:00 p.m. sharp with the Deputy Head of Boarding via e-mail/SMS/phone call.
   b. They will not be allowed to meet their child/children on remaining Saturdays and on public holidays, unless & until there is a health related emergency of the student.
   c. Your child/children will not be allowed to go out of the campus even for few hours or will not be granted any special leave (not even for a few hours). This will be allowed only under extreme circumstances and that too if the permission is sought in written at least 4 days in advance from the Deputy Head of Boarding/Technical Director of Education/Director of Academics/or any member of the management. That too will be allowed only if the timings and the date do not clash with your child’s academics or non academic routine of that particular day.

4. Your child/children will be allowed to go home only on the designated long weekends and vacations mentioned in the Boarders’ Handbook and Khronika.

5. Purchase of stationery kit/uniform kit will be done as per the requisition given by your child/children on the given day and date. In case of late collection of kit from the school office by you for a new session, late charges will be applicable to you.
   a. The requisition forms are given to the students in the month of February-March, the boarders confirm the requisition to be placed with their parents on the phone call day in front of the respective wardens. The approved requisition by the parents will be forwarded by the wardens to the Deputy Head of Boarding after taking your child’s signature with day and date on the requisition form.
   b. This requisition will then be forwarded to the uniform section for the purchase of complete stationery and the uniform kits for the new session. Please note that the purchase of complete stationery kit is compulsory for the all the students.
c. Kindly note that stationery and uniform kits will be made available to you at the time of arrival of your child to the campus to join the new session. Parents will purchase the stationery and uniform kits at the time of arrival. If you have any concern regarding the uniform requisition placed by your child then you are requested to meet the Deputy Head of Boarding for the same.

6. The parents are requested to deposit 30,000/- (Thirty Thousand Only) in cash as pocket money for the entire year at the start of the session, for each student, before the student reports to the campus.

7. Please note that if the pocket money balance in your child's account is zero or negative then no purchases for your child will be done by the school unless and until required amount is not deposited in the pocket money account of your child/children. (A standard amount of 2000/- will be kept for the medical emergencies in the pocket money account, hence, no other deduction will be done after the balance has reached 2000/-)

8. Boarders are strictly advised not to interact with any outsiders or the parents of other boarders or day boarders who are visiting the school campus.
   a. Any interaction, if at all required, with any outsider/parents or family members of other students has to be routed through the Deputy Head of Boarding.
   b. During the phone call day boarders must not place/receive calls from any other person who is not an immediate family member. This point should be clearly highlighted by you also to your child/children so as to safeguard their safety and well being.
   c. The team members of FIA are not allowed to give any eatables /gifts /cash or allow them to visit their flats, or allow them to use their mobile phone, internet, camera etc to the boarders without taking permission from the Deputy Head of Boarding or the higher authorities.
   d. The gifts in cash or kind by the parents or by the boarders to any staff members, tutors, administrative staff, support staff, especially boarding house maushis etc is strictly prohibited.
   e. The gifts in cash or kind or food parcels or eatables (homemade or readymade) by parents or by the boarders to any boarder or day boarder are strictly prohibited.

9. If any school property is damaged by a boarder, appropriate fine charges will have to be paid by the parents.

10. All the important documents such as school leaving certificate, passport, medical documents etc of the boarders to be handed over to the Deputy Head of the Boarding, in case of her absence the same should be submitted to the school office in the month of June preferably or at any other time depending upon the nature and need for the document.

11. While reporting on the first day of the academic session your child/children will not be allowed to join the Boarding House, if the following is not paid or not followed as of that day:
   a. First quarter school fees.
   b. Pocket money balance of Rs. 30000/- in cash.
   c. Student's Kit charges in CASH.
   d. Has not brought all the personal requirements as mentioned in the boarding handbook.