

ADMISSION PROCEDURE

TISB is always pleased to receive enquiries from parents without commitment on their part and encourages them to visit the school with their children in order to find out as much as possible about us. There will be Open Days when a presentation, campus tour and entrance assessment will be conducted. Families coming from overseas are advised to schedule a prior appointment in order to tour the school on mutually convenient date and time. Once they are convinced this is the right school for their children, parents are requested to submit the required documents and follow the procedures set out below to enable us to consider their children for admission. TISB has limited openings in various grades. It is important for parents and prospective applicants to understand the selection policies and constraints at TISB.

1. Please fill out the application form for Registration.
2. Please note that the students are considered for admission according to their age appropriateness for the grade of entry (please see the **Naming of Year Levels list**).
3. Full boarding is offered as an option from grade 6 onwards.
4. Please submit the application form, along with copies of the last three years detailed school reports. We also need a copy of the passport and six passport size photographs.
5. Please include the non-refundable registration fees as mentioned in the fee structure.
6. Formal application will be followed by a written assessment and interview. Parents will be notified about the date and venue for the written assessment and interview. Parents and children are requested to come formally dressed and groomed for the interview.
7. The written assessment will be conducted as follows

For entry into

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| PKG, KG I & Lower Grade I | : No formal assessment. |
| Upper Grade I to Grade V | : English & Mathematics. |
| Grade VI to Grade IX | : English, Mathematics, Science and Logical Reasoning. |
| Grade XI | : English, Mathematics, any two sciences and Logical Reasoning. |

There is no fixed syllabus for any of these written assessments. They follow a multiple choice question paper pattern. Students must carry a pen, pencil and an eraser with them. Calculators are not permitted.

An evaluation will be carried out on the basis of the marks obtained in the written assessments and the past three year's reports. There will be an interview (Personal / SKYPE / Telephonic) for short listed candidates with their parents.

Overseas students will have the assessment done by special arrangement. A SKYPE or telephonic interview will be conducted for short listed applicants after the written assessment.

8. You will be contacted within 2 to 3 weeks, informing you whether your application has been successful. To preserve the integrity of our admission policy, we cannot respond to pressure or representations from any quarter. All applications will be fairly and compassionately considered on their merits.

9. If your child is offered a place at the school and you wish to accept it, you must pay the first semester fees within two weeks of receiving the admission offer letter. Failure to do so will render the seat being cancelled and offered to the candidate next on the waiting list.

10. On being granted admission the following forms would need to be submitted:

- Agreement Form
- Medical Form
- Local Guardianship Form (for Full boarders)

11. Grade XI admission – IB

- a. On passing the entrance assessment, provisional admission will be offered to applicants seeking admission to Grade XI.
- b. Successful candidates will be required to pay the first semester fees and produce the following documents.
 - Copy of the Board / Final report
 - Original School Leaving Certificate
 - Copy of the Pass certificate or equivalent document

12. Subject Choice - Grade IX and XI

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

13. Day Boarders may change to Full Boarding status depending upon availability of vacancies in the boarding houses. The difference in fees will need to be paid.

14. Withdrawals & Refunds

- a. Under no condition will any refund be made once the child has been granted admission.
- b. If fees are not paid on time, parents will be asked to withdraw their children or a fine of 10% will be levied.
- c. Year end (after one academic year) withdrawals must be intimated to the office in writing by April 30th, failing which a penalty of one term's fees will be levied.

15. Travel

The school facilitates pickup/drop for outstation students to and from the airport/railway station according to the vacation schedule listed in the school calendar. To ensure smooth functioning of the travel department concerning leaving and receiving students, the school will make advance bookings. Written permission accompanied by advance payment is a prerequisite for travel arrangements. Parents who do not wish to avail the travel arrangements by the school will be required to make their own arrangements including pickup and drop from the airport. Pick up from the airport will only be made according to the arrival dates as per the calendar. Parents are required to inform the respective Boarding House Master (BHM) at least 4 weeks in advance.

For day boarders, school buses are available. These buses follow specific routes and specific pick up / specific drop off points. Seats on buses can be secured based on availability. Should you choose to avail school transport you are requested to get in touch with our Transport department at tisbtransport@samtoursntravels.com as soon as your admission is confirmed by the TISB admission department.

16. Payment of Fees

- a. Fees are to be paid in one or two instalments within two weeks of receiving the admission offer letter.
- b. Occasional costs incurred by the children (lost books, dilapidation charges towards school property etc.) will be billed to the parents.
- c. Costs towards excursions, pocket money, uniform, telephone, travel etc. must be paid in advance.
- d. Foreign currency depositors can transfer fees to: **The International School – NAFL Trust**, Standard Chartered Bank, Bangalore and Account No.: 45605011479. Swift Code: SCBLINBBXXX. ABA Number of SCB New York is 256
- e. Indian Rupee depositors can transfer fees to: **The International School – NAFL Trust**, Standard Chartered Bank, Bangalore and Current Account No.: 45605011460. IFSC Code: SCBL0036074
- f. Transport fees need to be deposited directly with the service provider and details are available with the Transport coordinator at tisbtransport@samtoursntravels.com

For further details, kindly contact the admissions office: admission@tisb.ac.in

