

Tuition and Fees

Mahindra International School- Internal Procedure

Updated: June 2024

Version: 1.0

Next update: 2027-28

Income from Tuition and Fees

Annually, in conjunction with the adoption of the School Budget, the Board of Trustees will set a schedule of tuition and other fees for the upcoming academic year. The tuition and fee schedule will be established according to estimated student enrollment, available financial resources, and budget requirements.

School fees include tuition fees, application fee and registration fee and such other fees as the Board of Trustees shall authorize. The school fee's structure, including all categories of fees and various discounts available, are uploaded annually on the school website under the Admissions tab.

The Director will develop, and the Board of Trustees will approve procedures and rules regarding the payment of tuition and other fees. Before a student is admitted, the parents/guardians will be advised of the current fees and the procedure for payment. Parents must sign an agreement to the effect that;

- They are aware of the fees schedule and payment options
- They are aware that the fees will increase annually
- They are aware of additional fees such as transport and lunch fees that are above and beyond the regular school fees
- Non-payment of school fees jeopardizes their child's enrolment in the school

Government Regulation on Fees

Annual school fees processes are regulated by the Maharashtra Regulation of Fees Act 2011. In addition, there may be other government directives relating to school fees that cause a change in either the level of fees or the process by which fees are collected. The School will comply with all legitimate government directives in this regard.

Scholarships, Grants & Discounts

The school may offer merit or need-based scholarships according to the Scholarship Policy. Students receiving scholarships may be required to pay reduced fees.

Dependent children of full-time teachers are also provided with discounted fees as part of the employment contract and benefits. This benefit also applies to administrative employees and TAs after completing 2 years of employment at the school. Any deviation from this policy can be approved by the Director.

In general, no further categories of grants or discounts are applied to income from tuition and fees.

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Other types of Fees (Transportation, Food Service)

Transportation and food service is provided to students and fees apply to those availing these services.

Fees Invoicing Process

- Fees will be invoiced in May of the preceding Academic year for payments of either full-year tuition or quarterly payments. Families of students joining after that date will receive the invoice promptly after the admissions fees are paid.
- For families opting to pay fees on a quarterly basis, a payment reminder will be sent 14 days before the payment due date.
- The application fee is paid once; at the time a student applies for enrollment at Mahindra International School and should be paid within 7 days of the invoice being issued. This is a non-refundable fee.
- The admission fee for children entering Early Years is ₹50,000. The differential admission fee, ₹1,50,000, is payable when the student moves from EY3 to P1. From grade 1 onwards, the admissions fee of ₹2,00,000 is a one-time payment and is invoiced with the year-long fees in May. Students admitted to the school after this date, will be invoiced as soon as the admission decision is made and given a window of 10 days of the invoice being issued to complete the payments. The Admissions fee is non-refundable. All students will be invoiced a full admission fee regardless of the time they enroll in the school during the academic year.
- Re-enrollment fees are collected during the academic year to secure a place in the upcoming academic year and must be paid by mid-February. This is a non-refundable fee and may not be used to off-set any outstanding accounts with MIS. Re-enrollment fees are adjusted from next year's tuition fees if the student continues in the school.

Tuition Payment Agreements

In consideration of the school's acceptance of a student, parents/guardians shall agree to the tuition and fee requirements set by the school and will be responsible for all charges due.

The enrollment of a student is an individual contract between the parent/guardian and the school, regardless of any arrangement a parent may have with his/her employer concerning payment of the fees. The parent/guardian remains responsible for payment of all School fees for his/her child.

The fees for application, admission, re-enrolment, tuition and any others are payable in Indian Rupees only.

In the case of families joining after the beginning of the academic year, the full payment of the month of joining will be due if they join in the first three weeks of the given month. If the date of joining falls in the last week of the month, the billing will start from the following month.

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Payment schedule

Tuition fees will be assessed on an annual or quarterly basis. Payments for the upcoming period are due by the 15th of the previous month. All fees must be paid in advance of the payment period.

Payment Period	Duration	Payment due by
Quarter 1	1 st July – 30 th September	15 th July*
Quarter 2	1 st October – 31 st December	15 th September
Quarter 3	1 st January – 31 st March	15 th December
Quarter 4	1 st April – 30 th June	15 th March

* Students joining after this date will be invoiced immediately after the school receives the Admissions fee, securing the admissions place. They will have a period of 14 days within which to make the payment.

It is understood that the administration may make special arrangements in instances where, in their judgment, this policy causes undue hardship. Special payment arrangements require the Director's approval.

Late Payments

In order to ensure prompt payment, the following protocols are followed with regard to late payments:

- Parents are informed payments received after the due date will incur a late payment fee of 500 rupees per day.
- On the 16th of the month in which the payment is due, the accounts dept will send an email or make a phone call informing parents the payment is late, and they are accruing 500 rupees per day charges.
- If payment is not received by the start of the quarter (first of the month), the accounts department will send an email, registered letter and place a call saying that the students' place is now at risk without immediate payment.

The school reserves the right to cease educational activities for students whose payments are in arrears.

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Nonpayment of Tuition and Fees

No student will be permitted to start attending MIS until the application fees and admission fees have been paid and tuition payments have been committed to in writing.

If any tuition payment is past due for more than one (1) quarter, the student will not be allowed to start a new quarter until monetary commitments have been tendered.

Notice of pending action will always be communicated to responsible parties prior to any action by the School.

The parents or guardians are ultimately responsible for any action for which the School must undertake to ensure tuition payments, even in the case of payments normally made by the employer.

Any pending action by the School for non-payment will be reported to the Board of Trustees for their information.

Refund Policy

Partial refunds of school fees may be given in circumstances where the full year tuition fee has been paid in advance.

- There will be no tuition refunds of quarterly fees
- There will be no refund of yearly fees in the final quarter
- There will be no pro rata refunds for any quarterly fees (daily or monthly)
- Admissions fees are refunded only if the student does not join at all.

For families who paid for a full academic year, the fees are reimbursed as follows.

- Notification by 1st August – 3 quarters refund
- Notification by 1st November – 2 quarters refund
- Notification by 1st February – 1 quarter refund.

	Q1	Q2	Q3	Q4
Notification by...	1st August			
		1 st November		
			1 st February	

When a family notifies the school of withdrawal, all accounts will be settled including any pending fees such as lunch or transport costs. If the student has school-owned materials such as library books, technology equipment or educational resources that they are unable to return, replacement costs will be included in the final settlements and deducted from any balance of fees paid.

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