



## **Admissions Policy**

**Version 1.0**

**Publish Date: 11th August 2020**

## Table of Contents

|  |   |
|--|---|
| Overview                                     | 3 |
| Terms and Conditions                         | 3 |
| Age Requirements                             | 4 |
| Documentation                                | 4 |
| Priority Enrolment                           | 5 |
| Non-discrimination Policy                    | 5 |
| Waiting List                                 | 5 |
| Admission Decisions                          | 5 |
| Accept:                                      | 5 |
| Waiting List:                                | 6 |
| Non-Accept:                                  | 6 |
| Tuition and Fees for Academic Year 2020-2021 | 6 |
| Fee details                                  | 6 |
| Fee Structure:                               | 7 |
| Payment Options                              | 7 |
| Mode of payment                              | 8 |
| Withdrawal                                   | 8 |
| Tuition Refund                               | 8 |

## Overview

Smart Innovations School (SIS) offers an educational curriculum that is highly beneficial to the children of Bangladesh in their achievement of a high level of education. We strive to enrol students and families who we believe and they themselves believe are a great fit with the inclusive environment, our educational philosophy, and our outlined mission, vision, and goals.

While our admission procedures and criteria vary according to the age of the student candidate, the school's main considerations during the admission process are whether the student will thrive in our program and whether the parents are seeking the type of educational environment that is uniquely created at the SIS.

Smart Innovations School is an all-inclusive school and specifically does not discriminate in its practices against any student regarding differences of race, colour, national or ethnic origin, gender, or disability. All families are encouraged to apply. SIS will consider admission for students from any family that is willing to support our mission, vision, values, and goals. Continued enrolment at Smart Innovations School is contingent upon this mutual understanding and support.

The Academic year begins in August and ends in June of the subsequent year. Applications and admittance are accepted year-round.

## Terms and Conditions

Smart Innovations School operates in compliance with the Bangladesh Ministry of Education regulations.

Parents who wish to enrol their children in Smart Innovations School are required to fill in the application form available on our website <https://www.smartinnovationschool.com/> or collect the same from the Admission Office. The application form has to be submitted along with the application fee of BDT 42,500.00. The Application form will be processed only if the completed application form and the full amount of the application fee is submitted. Submitting an application does not guarantee acceptance into Smart Innovations School.

After applying for initial admission to SIS, the student and his or her parent(s) will take part in an interview with the Head of School and the classroom teacher as part of the admission process. Taking part in an interview does not guarantee acceptance into Smart Innovations School.

In considering a student's application, the Admissions Team will consider a variety of factors. It is the desire of this team to find the right match between the student, family, and school.

A prospective student's ability to blend both socially and academically with learners in a group is taken into careful consideration during the review process. Students will be admitted based on the following criteria:

- The student and family's willingness to support the mission, vision, and philosophy of the school.
- Interview between the Academic Team and student and family.
- Student has demonstrated the ability to function in the specific classroom environment.
- The student has shown a behaviour pattern that is in agreement with school policies.
- The student and family support the school's all-inclusive environment and are willing to have their children educated in accordance with this philosophy.

Other factors include, but are not limited to, a student's academic transcripts, academic evaluations, qualities of character, motivation, and attitude. We also consider the school's and the family's mutual understanding of the educational goals for the student.

The following information needs to be provided in the application (if applicable):

- Name, address, email and phone number of both parents
- Copy of passport or birth certificate of the applicant
- Copy of passport or national ID of parents
- Immunization records of applicant
- Information about English language proficiency of child and parents
- Disclosure of any suspected, diagnosed, or known special learning needs or disabilities.

## Age Requirements

To be eligible for entrance into kindergarten, children must be five (5) years old by August 31st of their matriculating year.

## Documentation

As part of the admissions process, the school requires specific documents to assist in the selection of students. The school cannot make enrolment decisions until all documents have been received. Below is an admissions checklist:

- Admissions Application.

- Student Health Information.
- Medical Authorization Form.
- Teacher Evaluation (if any).
- School Records (if any).
- Media Consent Form.
- Parent Agreement.

## Priority Enrolment

Priority for enrolment is given to siblings of currently enrolled students.

## Non-discrimination Policy

Smart Innovations School does not discriminate on the basis of admissions. Each student is evaluated on the basis of his or her qualifications, and merit and compatibility with Smart Innovations School's mission, and goals.

## Waiting List

When there are more qualified applicants than openings available, the school will establish a waiting list. Applicants that meet the admission requirements but have applied for admission to a grade that has reached full capacity will be placed in a waiting list for further determination of admission. Should a vacancy occur, the enrolment committee will review and select students from the waiting list based on the selection criteria above.

## Admission Decisions

Only student candidates who have satisfied all of the outlined admission requirements and criteria are considered for admission to Smart Innovations School. The school will provide one of the decisions below for each applicant:

### **Accept:**

The admissions department believes that Smart Innovations School is an appropriate educational match for the student and the parents. Therefore, this family will be offered enrolment

agreements that must be accepted or declined on or before the due date indicated in the agreements. A non-refundable enrolment fee of BDT 340,000.00 will be necessary to hold the position, which has to be settled at the time of submitting the signed enrolment agreement.

To complete your child's registration, you are required to pay the balance of the tuition fees as per the plan you choose (refer to fees plan). Students are not enrolled to class list until full term fees are paid.

## Waiting List:

The admissions department believes that Smart Innovations School is an appropriate educational match for the student and the parents, but no place is currently available. The waiting list is comprised of qualified students available to fill an opening in a specific classroom. When an opening occurs in a particular classroom, the parent will be notified by the Head of School.

## Non-Accept:

A "non-accept" decision indicates that at this particular time the admissions department has determined that Smart Innovations School is not the appropriate educational match for the student.

# Tuition and Fees for Academic Year 2020-2021

## Fee details

- A non-refundable **Application Fee**.
- A non-refundable **Enrolment Fee** upon acceptance of the offer of admission.
- **Security Deposit** which will be refunded when the student withdraws from school, terms and conditions apply: - fees arrears, damage to school property, loss of library books, etc.
- **Uniform Fee** covers the cost of two sets of uniform which can be collected from the temporary shop in the school premises. If a student is in need of additional uniform, his/her parents may contact the admin office for assistance.
- **Meals Fee** covers the cost of snacks and lunch prepared and served by the inhouse kitchen.

- **Stationery Fee** covers the cost of the first set of books and stationery. The school will continue to provide the workbooks and notebooks to the students who need it through the admin office.
- **Transportation Fee** - Pick-up and Drop-off transportation will be provided to and from the child's home and school building.
- **Afterschool Course Fee** if joining a course, will need to be paid in full at the time of registration
- **Non-Refundable Re-Enrolment fee**, to reserve the child's seat for the following academic year. Parents will be requested to fill out a re-enrolment form and submit along with the fee to the school administrative office. The school will advise of the due date.

## Fee Structure:

| Type                                   | Amount BDT   | Amount USD | Due date                      |
|--|--------------|------------|-------------------------------|
| Application fee                        | 42,500.00    | 500        | with application form         |
| Enrollment fee                         | 340,000.00   | 4000       | with signed acceptance letter |
| Security Deposit                       | 127,500.00   | 1500       | with tuition fee              |
| Tuition Fee:<br>Kindergarten - Grade 5 | 2,097,120.00 | 24,672     | on or before 1 August         |
| Books & Stationery                     | 40,800.00    | 480        | with tuition fee              |
| Uniform                                | 28,900.00    | 340        | with tuition fee              |
| Meals                                  | 138,550.00   | 1630       | with tuition fee              |
| Transport                              | 145,350.00   | 1710       | with tuition fee              |
| Re-enrolment Fee                       | 68,000.00    | 800        | date will be announced        |

## Payment Options

There are two tuition payment plans from which to choose.

A student may not start the academic year unless the first term fee has been paid in full.

- Single Payment Plan allows the convenience of writing one cheque to cover tuition for the year, due **August 1<sup>st</sup>**.
- The Double Payment Plan allows the convenience of writing two cheques to cover tuition for the year, first half due **August 1<sup>st</sup>** and remaining balance due **January 1<sup>st</sup>**.

## Mode of payment

Fees can be settled by:

- Credit/Debit card. \*Please note a fee may be applied to all payments made with a credit card transaction.
- Cheque
- Cash
- Bank transfer

Details to be updated shortly.

All charges are the responsibility of the remitter. When a bank transfer is made, please ensure that all relevant information is added to the transfer form. We ask that if you are making a transfer that you contact the administration and let us know that it has been sent.

## Withdrawal

In the case of student withdrawal, parents must complete the Withdrawal Form and ensure all remaining debts have been paid to the school.

The school reserves the right to withhold the final results and abstain from issuing transfer certificates until settlement of all school fees is made.

## Tuition Refund

- Withdrawal initiated by parent: If a student attends any day in a term, the school may retain the value of the entire term tuition fees and refund will be arranged for the term not attended.
- Withdrawal initiated by School: Refund will be at the discretion of the management.