



Admission Policy – 2019-20

The admission team welcomes all enquiries for enrolment and are happy to help parents with any queries, facilitate a tour of the campus or **guide** them based on their choice of programme for their child in their given situation.

We are an IB World School offering the Primary Years, Middle Years programme (PYP and MYP) and the Diploma Programme. We also offer ICSE curriculum from Grade 6 onwards. Admission to any of the programmes offered will be based on availability of seats for the chosen academic year.

It is our endeavour to admit all students

- who show the readiness required for the grade level applying for
- can meet the demands of the curriculum and possess the right attitude towards learning.
- Admission is also offered keeping in mind the support a child may require in his/her learning journey and the school's ability to provide the same.

Enrolment Criteria

We welcome students from diverse communities and culture.

Criteria for processing the application form for admission:

- Availability of seats for the programme in the given period during the academic year.
- Order in which forms are received by the Enrolment office.
- The age equivalence criteria being fulfilled as per details in the application
- Submission of a completed application form with all required documents.
- Validity of the documents submitted meeting the requirements listed in the application form.

Criteria for Granting of Admission

- Admission process is initiated only if the application is processed.
- The student appears in person for the written assessment (English and Math) as applicable for the grade level applied for admission.
- The students seeking admission in senior school appear in person for interview or group discussion as required and meet the criteria of preparedness.
- The enrolment team confirms the readiness of the student upon review of the application set, previous academic reports and evaluation of assessment done at Neev.
- Meeting with parents and the Head of School /Programme is completed and enrolment is approved.

Age Equivalence

The child needs to be in the age criteria as listed below in **August 31st** of the academic year in which they are seeking admission.

Enrolment Age criteria

Grade	Age Criteria
Grade 1	6 years
Grade 2	7 years
Grade 3	8 years
Grade 4	9 years
Grade 5	10 years
Grade 6	11 years
Grade 7	12 years
Grade 8	13 years
Grade 9	14 years
Grade 10	15 years
Grade 11	16 years
Grade 12	17 years

Request for Information

Parents can request for information from the school's admission team regarding any aspect of the school – curriculum, infrastructure and facilities, school policies and activities as they enquire doing the admission process.

- The admissions team offers them handouts (as applicable) and direct them to the page on our school website <https://neevacademy.org/request-for-information> where all the information is available.
- Parents can also book a tour through our website <https://neevacademy.org/book-a-tour> and the team facilitates the same as per the booking details.
- Open House for the IB Diploma programme is held a few times with the start of the enrolment session. The details of the same is published on the school website and on other forums for parents to know and participate in the same.

Admission Process

Pre - Application Form

It is necessary for all first time applicants to complete the pre-application inquiry form available on the website so that an account is created in our database. Our admission process is built and managed by school ERP Veracross.

<https://forms.veracross.com/Forms/neeV/PreApplication/Household.aspx>

Admission Portal

After successful registration parents can access the admission portal for management and tracking of their application.

Documents to be kept ready for uploading on the Admissions Portal

- Birth Certificate
- Passport size photo
- Adoption certificate (if applicable)
- Academic reports/Transcripts of last 3 years
- Vaccination record

Next Steps

- On receipt of the application form set with all the documents, the admission team reviews it and gets in touch with the parent to schedule a written assessment for English and Math (and in Sciences for DP) on a mutually convenient date and time.
- If there are special educational needs, the Learning Support team meets to assess the inclusivity and accommodation. The team also will assess the kind of accommodation that has been administered in previous Institutions.
- Levels of Language Acquisition of candidates are assessed by the Language team in order to ascertain the course that is suitable for the candidate, especially in the DP to decide the eligibility for Ab Initio or Language B. The transcripts of previous schools are of help in this. If need be, the candidate will appear for an Oral and/or written test.
- The assessment is reviewed by the concerned team. The parents are kept informed of the meeting with the Head of the School/Programme if we are able to consider the student for admission.
- The Enrolment contract is mailed to the parent as an offer of admission on clearance from the admissions team and Head of School/programme.
- The parent would need to complete the next steps as per the terms of the contract to confirm admission and notify the school of the same. On receipt of the signed contract from the parent and payment of fees as per terms of the contract, the enrolment of the student is confirmed.
- Parents are then added to the school mailing list for all important updates/communication.

Fees

While it is desirable that most students join the school at the beginning of every academic year, it is understood that some may not be able to do so. The School considers admitting students throughout the year based on the availability of seats. Neev works towards being an inclusive school providing admission to students if it is believed that the school can provide an educational programme which would meet their specific needs.

Fee Refund Policy

- The refund clause as shared in the fee structure would only be applicable in the event the child does not join the school due to any family circumstances after enrolment. The withdrawal notice needs to be supported by records to explain the circumstances like medical reasons, transfer of job of parents, etc.
- Refund of term fee once paid will not be applicable for cases where a child is enrolled in another school in Bangalore
- Any refunds, if applicable, would be processed by the school within 4 weeks of the date of receiving the request.
- Admission fee would be non-refundable under any circumstances.

Withdrawal /Cancellation of Enrolment

- Mid-term withdrawals should be notified to the school in writing latest by 15th September for Term 2 of the current academic year and by 15th February for Term 1 for the subsequent academic year so that the seat may be offered to another student in time and the fee for the next term is not chargeable to the student being withdrawn.
- In case of non-payment of Annual Education / Term fee, the school will attempt to contact the parent through email or via phone number provided by the parents at the time of admission. If it is unable to establish contact, the school will have the right to cancel the admission after a week from the due date for payment of fees.
- In all cases where a child's admission is cancelled by the School or if the child does not attend school, the one – time Admission fee, already made, shall not be refunded and would stand forfeited.
- Neev Academy reserves the sole right to cancel the admission of a child for non-compliance with Neev School's policies. Following are some of the conditions for forfeiture of fees upon cancellation of admission of a Child at Neev Academy. These are only indicative and not exhaustive. The spirit of these points will be considered when cancelling the admission of a child and Neev Academy will carry out such an action only under exceptional situations:
 - Non-payment or late payment of fee & dues as per the school's fee policy.
 - Abusive parent behaviour during visits & interactions with school management, staff member, support staff or students of Neev Academy.
 - Children that are physically violent and destructive to school property or the property of other children or adults in the school environment are liable for disenrollment without any notice. The complete discretion for such an action will lie with the school authorities.
 - Any action, situation or circumstances which impact the school's image or smooth functioning.

All policies and guidelines for collection of school fee have been approved by the governing council. In all cases, the school will strictly adhere to these policies.

Scholarship at Neev

Scholarships are offered for students who desire to pursue the IB Diploma Programme and was introduced from the academic year 2018-19 in our endeavour to strengthen the ambition of meritorious students who exhibit the right attitude and interest to pursue the IB Diploma programme who may otherwise not be able to avail of education at Neev.

Scholarships offer an opportunity to deserving students to be able to benefit from and contribute to the academic, creative and sporting life at Neev in their unique way. It is a prestige and honour to receive one and a gift that keeps on giving and changing lives of students with strong academic credentials and a global outlook.

Scholarship eligibility criteria

- The Neev Scholarship is available to all new applicants for the IB Diploma Programme.
- Applicants must be in either category of the criteria for varying scholarships to be considered:
 - Category A: $\geq 90\%$ aggregate score of G9, G10 (previous school) and entrance assessment reports at Neev.
 - Category B: $>85\%$ and $< 90\%$ aggregate score of G9, G10 (previous school) and entrance assessment reports at Neev.
 - Category C: $> 75\%$ to $< 85\%$ aggregate score of G9, G10 (previous school) and entrance assessment reports at Neev.
- The students should also clear the interview and group discussion round as applicable after the written assessment. The interview and group discussion round would evaluate:
 - General knowledge and aptitude of a student
 - Leadership and collaborative attributes in a student
 - Interests and hobbies
 - Social responsibility and commitment
 - Understanding and expectations - being a part of the IB Diploma programme.

Granting Scholarship

- The date for the assessment will be intimated on receipt of the duly filled application form set for the IB Diploma programme.
- Applications will be screened for eligibility after the student has cleared the written assessment in Math, English and Science as applicable.
- Students will appear for an interview/group discussion as applicable and will be considered for enrolment by the team.
- After the meeting with both parents, the enrolment team would finalise the scholarship to be offered to the student.
- The decision of offering scholarship is the sole discretion of the enrolment team which is final. The details of same are shared with the admission offer.