



SYMBIOSIS INTERNATIONAL SCHOOL

Research
Documentation
Methodology **Credibility**
Expectations *Lifelong Learner*
Authentic Authorship
LEARNERS **COMMUNICATION**
Honesty Plagiarism Evidence
Style Understanding Collusion
Zero Tolerance **Assignments**
INTELLECTUAL PROPERTY **Academic**
Independent Research *Sources*
Quality Creative **Acknowledge**
References Transparency *Paraphrase* Expectations

ADMISSION POLICY



Cambridge Assessment
International Education



ADMISSION POLICY

Symbiosis International School is committed to provide learners with high-quality and enriching educational experience, enabling them to be responsible global citizens and lifelong learners who can be architects of a sustainable world. The school is known for its academic excellence along with world class facilities for Sports, Technology and Performing arts with a rich legacy of delivering excellence in education. As a school community, we follow an open and inclusive admissions policy, welcoming students with diverse backgrounds and a range of talents and abilities. The purpose of our admissions process is to create a community of learners who will embrace the ethos of the school and thrive within our school environment and culture.

IMPORTANT POINTS

- For Sibling/s (Only Blood Relations) : Priority / Preference will be given to the candidate, provided a seat is vacant in the desired grade.
- For Foreign Nationals: Foreign nationals need to submit relevant document/s as per Govt. of India rules and regulations and avail appropriate VISA / Resident permit, if applicable.
- Registration Process: Registration Process needs to be done [by paying the registration fees] before the assessment of the candidate. An incomplete registration form will not be accepted. Please note - Registration does not guarantee or confirm the admission.
- Age Criteria: As per government directives
- Assessment: Age appropriate Achievement / Diagnostic Tests are administered to identify the basic skills of a Candidate in Language/Math/Science.
- Special Education Needs: Candidates with special education needs, abilities and challenges will be evaluated on a case-to-case basis as per the SEN Policy and IB standards and Practices.
- Admission Confirmation: The Admission is confirmed via mail after all the formalities have been completed.

Please Note - In case of absence or non-communication from the parents without reason, the school has the authority to release the seat to the next candidate

- Cancellation / Withdrawal of Admission: In case of cancellation / withdrawal of admission, security deposit will be refunded after deducting the penalties and fines, if any.
- Late Fee Charges: A late fee of 100 INR per day will be applicable if school fees and any other dues are not paid as per the schedule informed from time to time.

ADMISSIONS SCHEDULE FOR THE NEW ACADEMIC YEAR

Program	Grade	Registration Schedule
Early Years Program IGCSE Program	EYP- 1 (Nursery) IGCSE-1 (Grade 9)	1 st Monday of November
Diploma Program	IBDP – 1 (Grade 11)	1 st Monday of April
Early Years Program / Primary Years Program / Middle Years Program / Cambridge - IGCSE	Any grade other than EYP – 1 & IBDP - 1	1 st Monday of April subject to availability of seats.

Note: Mid term admissions are also available subject to seat availability. Please contact the admissions office.

AGE CRITERIA FOR ADMISSION

Age criteria will be as per the government directives.

ADMISSION PROCEDURE

Step 1: Application should be made by filling the online enquiry form available on www.symbiosisinternationalschool.net

Step 2: The parent will get a mail informing the status of vacancy and payment of registration fees.

Step 3 - On the payment of Registration fees [One time Non-refundable], the school will mail the Admission Form link and probable test dates.

Step 4: An Age / Grade appropriate interaction is conducted to identify the minimum achievement level of learning. Grade appropriate achievement levels are identified for English, Science and Maths. (In case of IBDP 1, 10th Std Board Exam or Prelim / Mock Exam mark list will be considered for admission.)

Step 5: The admission is confirmed after the payment of fees and submission of required documents

Step 6: Payment of full amount -

a) Admission Confirmation fees (One time Non-refundable)

- b) Security deposit (One time – Refundable on withdrawal of admission) c)
Tuition fees (1st Instalment).

Step 8: Submission of required documents (self-attested)

* Photocopy of all mandatory Documents to be submitted at the school office in person
and Original documents need to be shown for verification * School Leaving Certificate /
Transfer Certificate to be submitted in Originals

****Our Admission coordinator is in constant touch via phone and mail to guide through the Admission process.**

DOCUMENT SUBMISSION LIST [to be uploaded]

A) In case of Resident Indian students

1. Birth Certificate (photocopy)
2. Aadhar card of the student (Photocopy)
3. PAN card of the Parent (Photocopy)
4. Current school Transcripts (Photocopy)
5. Bonafide Certificate from present school (Original)
6. School Leaving Certificate / Transfer Certificate (Original)
7. Health Card / Medical certificate/ Fitness certificate
8. Passport size photograph of the student – 2 Copies
9. Current Address Proof (Photocopy)

B) In case of Foreign Nationals

1. Valid Passport of the student and parents (Photocopy),
2. Valid visa documents of the student and parents. (Photocopy)
3. Introduction letter from the Company. (Original), if applicable
4. Passport size photograph of the student – 3 Copies
5. Health Card / Medical certificate from a general Physician (Original)
6. Current school Transcripts (Photocopy)
7. Letter of recommendation from the Principal / Facilitator of the current school
8. School Leaving Certificate / Transfer Certificate (Original)
9. Students of Indian Origin need to submit a copy of their OCI or PIO card. (Photocopy)
10. FRO Document (photocopy)
11. Current Address Proof (photocopy)

Documents (if any language other than English) need to be counter-signed by the embassy / ministry or by the competent authority of the Indian Diplomatic Mission.

WITHDRAWAL POLICY

Step 1: Notify the admin officer / program coordinator via mail only about withdrawal. No

verbal communication for withdrawal will be accepted.

Step 2: Withdrawal form / No dues form (Available on the Website / School office) to be duly filled-in and signed by both the parents / Single parent (whichever is applicable)

Step 3: No Dues to be taken from all the concerned departments as mentioned in the No dues form.

Step 4: Security deposit will be processed within 21 working days after the receipt of the No Dues Form.

Step 5: Transfer certificate and other documents will be processed after completion of the withdrawal process.

REFUND POLICY

- Fees once paid are non-refundable.
- Attendance will not impact the refund policy.

SCHOOL TRANSPORT

- If the Candidate wants to avail of transport facility, the School has a 3rd party vendor for transport.
- The Transportation Fees are to be paid directly to the vendor.
- Our school transport department will provide the necessary details of the vendor for your transportation requirement.

DAY SCHOOLING

Symbiosis International School is a Day School hence does not provide any kind of Hostel or Boarding facility to the students whose parents live and work outside Pune. It is expected that students enrolled at the Symbiosis International School (SIS) reside with their parents or guardians in Pune.

SUBJECT CHOICES COUNSELING

We go an Extra Mile to guide students in selection of the subject choices, as we believe in molding the future of the students depending on their liking and interest at SIS. Our Program coordinator of IGCSE and IBDP interact with students and counsel them accordingly.

ADMISSION - SPECIAL EDUCATION NEEDS [INCLUSIVE EDUCATION]

- Students with specific learning difficulties will be given admission after a thorough observation by the Special Education team and detailed study of medical documents and

other reports provided by the parent at the time of initial observation.

- This may include Individualised Education Plan, Psychological reports, Speech and Language reports, etc.
- Students will be integrated once their achievement levels are at par with the class.
- Fees: Students in Integrated setup pay the fees as per the respective programs/ grades.

SCHOOL TIMINGS

EY - 8:00 am to 12:30 pm

PYP - 8:00 am to 3:00 pm

MYP - 8:00 am to 3:10 pm

IG 1 - 8:00 am to 3:15 pm

IG 2 - 8:00 am to 3:55 pm

DP - 8:00 am to 4:00 pm

SEN - 8:00 am to 12:15 pm

THE ACADEMIC YEAR CYCLE

SEMESTER 1	SEMESTER 2
EYP1 [Nursery] to MYP 3 [8 th] – July to Dec	EYP1 [KG1] to MYP 3 [8 th] – Jan to April
IG1 [9 th] to DP2 [12 th] Aug to Dec	IG1 [9 th] to DP2 [12 th] - Jan to May

FEE PAYMENT SCHEDULE

- First Instalment for all New Admission - On Confirming Admission
- For rest, Fee payment dates will be informed via mail well in advance.

OTHER APPLICABLE CHARGES

- Exam Fees - Students of Grade 10 & 12 need to pay an additional cost towards “Examination Fees” which are transferred to the University of Cambridge and International Baccalaureate respectively.
- On non-payment of Exam Fees - The students will not be eligible to appear for their IGCSE / IB Diploma Exam.
- Courier Charges and Administration Expenses - These charges are to be paid along with the Examination Fees and may vary from time to time.

ADDITIONAL EXPENSES

.

- **Transport**

SIS facilitates the school bus transport service through 3rd party vendor. For further details please contact our transport coordinator.

Mr. Vikas Mane: Assistant Coordinator

Email Id: transport@sis.ac.in

Contact No: 9767667561

- **Uniform**

Details of the Uniform Vendor will be shared once the admission process is completed.

- **Textbooks**

The textbooks for MYP, IGCSE and DP will be available with the suggested vendors. Details will be shared after admission.