



2024 - 2025

ADMISSION & WITHDRAWAL POLICIES

Student admission policy

Admission is open for **NURSERY/kindergarten to Grade 9** to all the nationalities, subject to the availability of seats, **however admission for grades 10 Will be granted** in case of transfer of residence subject to approval from CBSE.

General guidelines:

- We follow the **CBSE-Delhi** curriculum only.
- Our academic year starts from **April to march**.
- April and May are summer holidays, and December (Dec 20th to 2nd January) are Christmas/winter/New Year holidays.
- Admission registration is valid for one academic year.
- It is mandatory to possess a valid Passport and Kenyan Resident/dependent/student's Permit of the student, Father, and Mother at the time of admission, and relevant documents must be submitted before granting admission.
- Admission will be granted in the order of merit. Short-listed candidates are called for the admission process.
- Candidates seeking admission must qualify for the entrance test that assesses the expected skill levels and previous knowledge.
- For admission to KG, an interaction of the candidate with a team of KG teachers is organized to record the level of physical and emotional development of the child.
- Students should appear for admission tests in English and Mathematics (Classes III - V); English, Mathematics, and Science (Classes VI – IX).
- **Mid –Term admission will be done only if there is a vacancy**. The syllabus will be according to term wise.
- Fill out the admission inquiry form on the school website www.ipsnairobi.com or can be collected from school office by paying ksh 5000 for registrations.
- All mandatory fields need to be filled.
- You will receive email/WhatsApp confirmation on registration.
- You will receive email confirmation on your seat.
- The documents are verified & payment of fees is applicable upon confirmation with the transport department on the transport facility.
- Books & uniforms can be collected from the school store on the date specified.

IPS WITHDRAWAL POLICY



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ADMISSION WITHDRAWAL GUIDELINES

1. Fill out the Transfer Certificate Application form available on the school website www.ipsnairobi.com
2. One term advance notice/tuition fee in lieu will be applicable for all the transfer cases including the transfer of parents who are leaving Kenya.
3. Submit the duly filled transfer certificate form along with father's Indian/KENYAN ID to the admission office between 01:00 pm to 02:30 pm.
4. Parents who are applying for change of school in Kenya are requested to submit Vacancy letter issued by the school he is seeking admission.
5. As of now school is not charging any caution fee from the parents if it will be charged in future the Caution deposit will be refunded through a cheque issued in favor of ward's father.
6. If a child who is newly admitted into the school is withdrawn before the beginning of the academic session, no fee will be refunded as all the fee paid is non-refundable.
7. The Books & Uniform fee is non-refundable.
8. TC will be issued between 10 to 15 working days after the payment of USD 100.
9. Modification of the transfer certificate (TC) will incur a fee of USD 100/.
10. If the Transfer Certificate is lost or misplaced, a new certificate will be issued on payment of USD 100/.
11. An additional copy of the final mark sheet will be issued only after the payment of USD 100/-for each year.
12. Students can be asked to leave the school on the following grounds:
 - a) **Disciplinary ground**
 - b) **Unsatisfactory progress in academics**
 - c) **Detention or repeated detentions in the class**

We greatly appreciate your cooperation and understanding in this matter. Your support is invaluable in maintaining the smooth functioning of our school's resources.

Thanks & Regards, Admission Department

Important Notes

1. Term fee (Tuition fees, transport fee) should be settled if the TC application form is submitted after the commencement of the relevant term and if the student attends even a single day of the term.
2. The term fee will not be applicable for the students who had submitted TC application form at the beginning of the relevant term and not attended a single class in a term.
3. One term advance notice/tuition fee in lieu will be applicable for all the transfer cases including the transfer of parents who are leaving Kenya.
4. Transport fee is charged on monthly basis and not on the basis of number of days used, therefore parents are requested to not to argue/request transport service providers on the same and pay them on monthly basis.
5. Parents are kindly requested to approach the Admission Desk to complete the necessary formalities and clearances from the relevant departments for TC issuance.
6. The Admission Desk will provide you with the required guidance.
7. After all internal approvals and clearances have been obtained, the school authority will need 10 working days to validate and print the TC Forms.
8. You will be notified via email once the TC is ready for collection.

Admissions – Documents

1	Copy of Passport father	A T T H E T I M E O F A D M I S S I O N
2	Copy of Passport mother	
3	Copy of Passport Child	
4	Work Permit copy of father	
5	Dependent pass copy of the mother	
6	Dependent pass/visitors pass copy of the child	
7	Health care / Health Insurance card copy of the child	
8	* Blood group has medically proven document of the child	
9	1-Passport size photographs of the child	
10	1- Passport size photographs of father	
11	1- Passport size photographs of mother	
12	Copy Of Birth Certificate of the Child	
13	Copy of Immunization Card of the Child	
14	Attested Report Card from the previous school	
15	Original Transfer Certificate from the previous school	

Note: If the blood group of the child is mentioned on the health card, then please ignore point no.8. Admission will be under the Provisional category until the submission of complete documents in the list.