



THE INDIAN HIGH GROUP OF SCHOOLS, DUBAI

Re-Registration Policy

The Re-Registration Policy of The Indian High Group of Schools defines the steps to be actioned and completed by a parent within a specified timeline for the learner to be enrolled in any following academic year. That is, enrolment of a learner is valid for one academic year only and has to be explicitly renewed at the end of every year for the next academic year.

This policy defines the school's expectations, and the procedure with timeline to be followed by parents, irrespective of the number of years that a learner has been registered with The Indian High Group of Schools, to fulfill the requirements for re-enrolment. Re-registration is a mandatory exercise to be completed by parents to secure their learner's spot in the following academic year.

1. The process begins with the notification from the school usually sent out to parents on the eve of the winter break, informing them about the opening of the re-registration process for the following academic year.
2. The confirmation from the school about the re-registration of the learner for the following academic year is deemed to be communicated in full only when each of the following 3 steps are passed and satisfied:
 - a. Payment of the re-registration fee of 5% of the total tuition fees for the new academic year as applicable to the grade that the learner is expected to move to, or AED 500 (whichever is higher) within the timeline defined.
This amount will be generated on the portal along with the monthly fee for the first month of the following calendar year, and the same will be payable by the deadlines defined in the circular. The re-registration fees will be adjusted in full towards the tuition fees of the opening month of the new academic year.
 - b. All fees owed by the parent to the school for an academic year, is paid in full as on the last day of an academic year, which is the date of declaration of result. If the re-registration fees has been paid, but the learner has not cleared school fees till the end of the academic year, that is the date of declaration of result, the payment made for re-registration will be adjusted against the arrears to the fullest extent and it will be understood that the request for re-registration communicated through the payment of the re-registration fee is invalid.
 - c. The learner's details do not appear in a list of students that the school does not re-register every year. To secure the learner's wellbeing by maintaining continuity in academics, parents of learners whose name appears in this random system-generated list will be informed well in advance that their learner has not secured a spot for the following year in The Indian High Group of Schools.
3. Failure to pay the re-registration fee within the stipulated time, cannot be quoted by the parent as formal communication of withdrawing the learner from the institution at the end of the academic year. There is a separate, comprehensively defined procedure for withdrawals and the parent is bound at all stages by the rules stated in that procedure for their request for the issue of T.C