



# The International School Bangalore

## Admission Procedure

The school is always pleased to receive enquiries from parents without commitment on their part and encourages them to visit the school with their children, by prior appointment, in order to find out as much as possible about the institution. Once they are convinced this is the right school for their children, parents are requested to submit the required documents and follow the procedures set out below to enable us to consider their children for admission. TISB has limited openings in various grades. It is important for prospective parents and applicants to understand the selection policies and constraints at TISB.

1. Fill out the application form for Registration.
2. Students are considered for admissions according to their age appropriateness for their grade of entry (please see the **Naming of Year Levels** list). The boarding facilities are open to students from Grade III upwards.
3. Submit the application form together with a copy of the child's three years reports, a copy of the birth certificate or passport, six passport size photographs and character certificate.
4. Include a non-refundable registration deposit as mentioned in the fee structure.
5. Wait to be called for a written assessment and interview. Parents will be notified about the date and venue for the written assessment and interview. Children must ensure that they arrive promptly. Parents and children are requested to come formally dressed and groomed for the interview. Overseas students will have the assessment done by special arrangement.
6. The written assessment will be conducted as follows
  - For entry into PKG, KG I & KG II : No formal assessment.
  - For entry into Grades I to V : English & Mathematics.
  - For entry into Grades VI to IX : English, Mathematics, Science and Logical Reasoning.
  - For entry into Grade XI : English, Mathematics, Any two sciences and Logical Reasoning.

There is no fixed syllabus for any of these written assessments. They follow a multiple choice question paper pattern. Students must carry a pen, pencil and an eraser with them. Calculators are not permitted.

An evaluation will be carried out on the basis of the marks obtained in the written assessments and the three years reports. Short listed candidates will be called for interview. Parents are required to accompany the child for the interview.

7. You will be contacted within a fortnight informing you whether your application has been successful. To preserve the integrity of our admission policy, we cannot respond to pressure or representations from any quarter. All applications will be fairly and compassionately considered on their merits.
8. If your child is offered a place at the school and you wish to accept it, you must pay the first semester fees within two weeks of receiving the admission offer letter. Failure to do so will render the seat being cancelled and offered to the candidate next on the waiting list.
9. On being granted admission the following forms will need to be submitted:
  - Medical Form
  - Agreement Form
  - Local Guardianship Form (for Year boarders)

10. Students who have been granted admission have to collect their Class entry Slips and Boarding slips on arrival on the first day of school. Students are not permitted into the boarding / classroom if they do not have the above slips.

**11. Grade XI admission – IB**

- a. On passing the entrance assessment, provisional admission will be offered to candidates seeking admission into Grade XI.
- b. Successful candidates will be required to pay the first semester fees and produce the following documents.
  - i. School Leaving Certificate
  - ii. Pass certificate or equivalent document

**12. Subject Choice - Grade IX and XI**

Students will be assessed on the subjects chosen and if found suitable will be permitted to carry on studying subjects of their choice. If the candidate is found to be weak in the concerned subject(s), the parents will be notified and proper guidance will be provided for alternative choices of subjects.

**13. Status**

Day Scholars may change to Year Boarder depending upon availability of vacancies in the homes. The difference in fees will need to be paid.

**14. Withdrawals & Refunds**

- a. Under no condition will any refund be made once the child has been granted admission.
- b. If fees are not paid on time, parents will be asked to withdraw their children or a fine of 10% will be levied.
- c. Year end (after one academic year) withdrawals must be intimated to the office in writing by April 30<sup>th</sup>, failing which a penalty of one term's fees will be levied.

**15. Travel**

The school arranges to pickup/drop outstation students from the airport according to the vacation schedule listed in the school calendar. To ensure smooth functioning of the travel department concerning leaving and receiving students, the school will make bookings. Written permission accompanied by advance payment is a prerequisite for travel arrangements. Parents who do not wish to avail the travel arrangements by the school will be required to make their own arrangements including pickup and drop from the airport. Pick up from the airport will only be made according to the arrival dates as per the calendar. Parents are required to inform the transport manager at least 4 weeks in advance.

For day scholar students, school buses are available. These buses follow specific routes and specific pick up points which cannot be altered. Seats on buses cannot be guaranteed and must be secured well in advance of the start of the school year.

**16. Payment of Fees**

- a. Fees are to be paid in one or two instalments within two weeks of receiving the admission offer letter.
- b. Occasional costs incurred by the children (lost books, damage to the school plant etc.) will be billed to the parents.
- c. Costs towards excursions, pocket money, uniform, telephone, travel etc. must be paid in advance.
- d. Bank transfers should be made to: The International School Bangalore, Standard Chartered Bank, Bangalore, Account No.: 45605011479 for foreign currency depositors and Indian Rupee Account No: 45605011460 for Indian Rupee depositors.

SWIFT Address of Bangalore branch : SCBLINBBXXX

For further details, kindly contact the Registrar : [admission@tishb.ac.in](mailto:admission@tishb.ac.in)