

**American Embassy School – New Delhi**  
**Admissions Office**  
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India



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# Enrollment Agreement

**Applicant's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

## School Mission

The American Embassy School serves students from the United States and other nations. It provides a quality American education that enables students to be inspired learners and responsible global citizens through the collaboration of a dedicated faculty and a supportive community.

## Tuition and Fees

Enrollment is a contract between parents or guardians and the school. Parents and guardians are responsible for the timely payment of tuition and all other fees and charges.

Tuition and all other fees must be paid within 30 days from the first day of attendance for new students and prior to the opening day of the school year for continuing students.

## Advance Deposit Policy

Each new student, whether offered a seat or placed in the wait pool, must make an advance deposit of US\$2,000 by April 1, failing which the student will not be placed in the wait pool and/or will not be enrolled. This deposit will be credited toward tuition upon enrollment.

Each continuing student returning for the next school year must make an advance deposit payment of US\$2,000 prior to April 1. If the family does not pay the deposit by April 1, the returning student will be required to re-pay the registration fee as set out in School Board policy.

## Class Placement

Students are placed according to their chronological age and previous school experience with consideration given to the AES curriculum, standards, and expectations, as well as performance on any placement test the Administration may wish to administer. The School recognizes that there may be differences in opinion of parents or students regarding grade placement as a result of a transfer from a different educational system, different program of studies, or a system based on a different calendar year. However, the American Embassy School reserves the right to make all final determinations regarding grade placement.

Students being admitted to AES will normally be placed in the appropriate grade for their age. Students entering Pre-Kindergarten must turn 4 on or before August 31 of the year of attendance. Students entering Kindergarten must turn 5 on or before August 31 of the year of attendance.

## Withdrawal Notification

Parents should submit a withdrawal notice in writing by using the *Online Withdrawal Form* on the AES website. The submission of this form is your official written notification to the school. If you have children in more than one division (elementary, middle and high), please complete the form one time, including all children in the same submission.

## Photographs and School Media

We hereby authorize and give full consent, without limitations and reservations, to the American Embassy School to publish, in whole or in part, any photographs and/or videos in which the student appears in school publications, including but not limited to newsletters, brochures, the school's website and teacher web pages.

## Tobacco, Alcohol, and Drugs (Controlled Substances)

The use of tobacco, alcohol, and/or drugs is injurious to student health and to a healthy learning environment. The use, sale, distribution or possession of tobacco products, drugs, or alcohol by students on school property, on school-provided transportation, at school-sponsored and chaperoned functions are prohibited and are grave infractions of school rules that will not be tolerated. It is the responsibility of the High School and Middle School parents and students to become fully aware of the policy on Tobacco and Alcohol and Drugs. Copies of the policy are available in the Middle and High School handbooks.

## Public Behavior

As a private institution, AES has the right to take action in relation to conduct of students, both on and off the campus, which affects the safety and wellbeing of other students or the relationship of the School and its host country. If necessary, the School may exercise its authority to discipline students for conduct that threatens the physical or emotional safety of fellow students, disrupts the overall learning environment of the campus, or violates US or Indian law.

## Physical Examination

A Physical Examination must be completed by a licensed practitioner and submitted within the **3 months prior** to the start of school. This signed form **is required** prior to attendance for new students as well as for continuing students who are entering Grades 1, 6, 9 and every two years for students participating in organized sports.

## Guardianship

All AES students must reside with at least one of their parents except as provided herein.

In the case of an absence by parent(s) or legal guardian(s) for a period of more than two consecutive school days, the parent(s) or legal guardian(s) shall appoint a temporary guardian and shall notify the School. A declaration of such temporary guardianship shall be made in the prescribed form provided by the School.

The School's acknowledgement of temporary guardianship shall not make the School liable for any claim, liability, or cause of action arising out of the appointment of the temporary guardian or in connection with any instruction, action or default of the temporary guardian.

## World Language

AES offers two world language options in the Elementary School, either French or Spanish beginning in Grade 3. Students are able to begin studying Mandarin in Grade 6. AES world language classes are not designed for native speakers. Additionally, the desired language may not be available upon enrollment if class sizes are at capacity.

## Application Acknowledgement

I certify that the information provided in my child's application is complete and accurate, and I authorize the American Embassy School – New Delhi to request further information from teachers, counselors, administrators, and specialists to obtain information to support the application. I understand that if complete and accurate information has not been provided, the American Embassy School – New Delhi may be unable to provide services or accommodations, and, in certain circumstances, may withdraw its offer of admission.

I understand that the US\$500 application fee is non-refundable. I also understand that the filing of an application does not imply acceptance of my child to the American Embassy School.

## Parent and Student Agreement and Signature

We agree and understand this entire document. In addition, we understand that if accepted, we are expected to abide by and are bound by the rules and regulations as set forth in the student handbooks, as well as those set out in AES School Board policy. Our signatures also confirm our commitment to an American style education and to the AES school mission and core values.

One parent and the student applicant (Gr. 6-12 Only) must sign this agreement.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature (Gr. 6-12 Only)

\_\_\_\_\_  
Date