

School Rules and Regulations

School Fees/Charges

1. School fees are due the first day of the quarter. If using the monthly payment plan fees are due on the first day of school and the first day of each subsequent month. Late payment of two weeks or more will be subject to late payment charges of 6% at the discretion of the accounts manager. Payment must be made in the form of cash or bank transfer.
2. No caution deposit will be required. However, Parents/Guardians are liable for any property damage caused by their child and will be expected to reimburse UCIL immediately.
3. Three months' notice in writing is requested if a child is to be withdrawn from the school. No documents or certificates will be released if there is an unpaid balance of fees.
4. The *U-Can International Ltd* reserves the right to increase the fees at the beginning of a new academic year. The increase of fees will be tied to the rate of inflation.

Rules for the Parent

5. Parents are welcome to visit the school at any time, but should make an appointment if they wish to meet with a specific member of the staff. For security reasons they must always report to reception upon arrival. Class observation is allowed but parents must get permission from reception before entering a classroom so as to limit classroom disruption.
6. Parents/guardians are expected to support the school administration as requested concerning all matters regarding the discipline of their child. The school reserves the right to dismiss, suspend, expel or discipline a student. In the case of expulsion fees paid for that term will not be refunded.

Rules for the Student

7. *U-Can International Ltd* accepts no responsibility for children left on the premises before 7:30am or after 4:30pm.
8. It is the responsibility of parents to ensure that learners report to school regularly and on time every morning. Absenteeism due to illness, or for any other valid reason, should be reported by phone through the school secretary. This should be followed up by means of a written note.
9. Any child needing to leave the premises during school hours must have written permission from a parent/guardian and must obtain a gate pass from the Academic Director or Vice Principal.
10. Your child will not be released into the custody of any individual other than the listed parents/guardians unless such individual is added to the child's file as an official representative of the parents/guardians. In unexpected cases a phone call from the parent/guardian will be sufficient for the release of a student.
11. When wearing the *U-Can International Ltd* (UCIL) uniform in public places, even out of school hours and not on a school authorized activity, students are expected to conduct themselves in a manner that is in accordance with the rules and regulations of UCIL and that, at all times, upholds the good reputation of UCIL.
12. All items of clothing and personal property should be clearly marked with the child's name. The school accepts no responsibility for lost property.

School Administration

13. The Admissions Committee's decision in any matter concerning admission and placement of a child in a particular class is final. Children entering Grade 1 must be age 6 by December 31. Admission in other grades will be based on previous schooling and the evaluation of the Admissions Committee.
14. Unless explicit written request to the contrary is given beforehand from parents/guardians, your child may appear in photographs for UCIL advertising purposes. UCIL will operate a website where news and pictures of school activities will appear; your child's name will not appear with any such photograph or in advertising literature.

I have read and agree to the school rules and regulations.

Signature: _____

Name: _____

Date: _____