

RULES AND REGULATIONS

CORRESPONDENCE

1. A letter addressed to a student in the Senior School (Classes VI to XII) should contain the under mentioned details:
 - (a) Name of the student
 - (b) Class
 - (c) Name of the House
 - (d) All Saints' College, Tallital, Nainital - 263 002, Uttarakhand.
2. A letter addressed to a student in the Junior School (Classes I to V) should contain the following details:
 - (a) Name of the student
 - (b) Class
 - (c) Junior School, All Saints' College, Tallital, Nainital - 263 002, Uttarakhand.
3. All correspondence with the Principal regarding a student should state the Class, Code No. and the House of the student if she is in the Senior School, and the Class and Code No. of the student if she is in the Junior School. This will enable the Principal to obtain the necessary information at the earliest and give a prompt reply.
4. No verbal assurance of any nature, alleged to be given by any member of the staff, or the Junior School co-ordinators will be accepted as binding on the College. Similarly, parents must always write to the Principal on any point they wish to raise or make. No correspondence should be carried out by any parent with any teacher, House Mistress or Junior School co-ordinators in regard to their wards in this College.
5. The Principal is the 'local guardian' of all boarder students and the College recognizes no other unless the parent or legal guardian is for the time being residing locally.
6. The College shall recognize only the particular person (father, mother or legal guardian of the student) who gets the student admitted in the College and submits the duly completed Admission Application Form, as the only person authorized to give instructions of any sort whatsoever regarding the student. The College shall not entertain any instructions or correspondence regarding a student from any person other than the one who gets the student admitted in the College, even though such other person may be father, mother or any other relative of the student.
7. On admission of a student in the College a Code Number is allotted to her which continues up to the time she leaves the College. In all correspondence with the College concerning any matter regarding the student the Code Number so allotted to her must be mentioned. Otherwise it will not be possible to attend to the matter expeditiously. This is also necessary in order to avoid any confusion between students of identical names in the College.

LEAVE

1. Students are permitted to go out on specified holidays only with those persons whose names are given in the Questionnaire, duly attested by the parents.
2. Leave to a boarder student may not be granted, subject to her work and conduct being unsatisfactory, and no parent can demand that the child should be granted leave, if for some reason this has been denied to her by the College Authorities.
3. Parents are requested to take special note of the College rules in respect of leave during the mid-term breaks and other holidays.
4. Subject to paragraphs 1 and 2 above, a student will be granted leave in accordance with the dates specified in the holiday list sent to the parents at the beginning of each term.
5. If a boarder student fails to report back to the College by the specified time she may have to forfeit the next leave due to her and if this should fail to ensure her reporting punctually in future, she will be required to be withdrawn. Parents are requested to ensure that their children return to the College in the specified time after the mid-term, winter holidays or any other holiday/holidays.
6. Students admitted in March will not be permitted leave till the second Saturday of April and parents are advised, in the interest of their children, not to visit them till this period is over in order to enable their children to adjust to their new environment.
7. Going out for overnight stay: Permission will be granted only to the parents and very close relatives authorized by the parents to do so.
8. Anyone below the age of 25 years will not be granted permission to take a student out of the College.
9. In their own interest parents are required to collect their children on holidays themselves. For the safety of your child, we will not permit her to go out with her young brothers and sisters studying in other schools in Nainital. They may only visit your child on the College Campus on Sundays during the specified time.
10. Frequent visits by parents are unsettling for children and parents are requested to co-operate in following the above rules.

VISITORS

1. No visitors can visit the children during the week. Authorized visitors can visit only on Sundays from 9.00 a.m. to 1.00 p.m.
2. Brothers whose names are notified to the College are permitted to meet their sisters on the fourth Sunday of the month from 9 a.m. to 1.00 p.m.

TELEPHONE CALLS

While telephone messages will be received or sent by the College, no student will be called to the Telephone.

FOOD PARCELS

The College does not allow food or fruit parcels being sent to students, by post, courier or persons. No tuck should be given to the students.

POSSESSION OF EXPENSIVE ARTICLES

Parents are advised not to send their children to the College with expensive watches, cameras, tape-recorders, jewellery or any other expensive articles. The College will not be responsible for any loss incurred by a student.

POCKET MONEY

1. Every boarder student is given a specified amount of pocket money depending on the class in which she is studying. This amount is considered sufficient for pocket expenses and parents are advised against giving any extra money to their children during their visits. Parents are requested to respect this rule of the College, which is made with the intention of preventing the students from developing undesirable habits and also with a view to minimizing differences between children based purely on the financial standing of their parents.
2. No money order can be sent directly to a student.

OTHER POINTS

1. Day-scholars are not permitted to leave the College premises during class hours or at lunch-time without the written permission of the Principal. Leave application must be submitted whenever a child is absent from the College.
2. Day-scholars who are persistently unpunctual and irregular in attendance will be first warned and next suspended. Finally, if no improvement follows, their parents will be directed to withdraw them from the College.
3. Repeated acts of misconduct or dishonesty by a student, and failure to respond to the disciplinary measures taken by the College authorities, will lead to the expulsion of the student concerned or her withdrawal being required by the Principal.
4. Correspondence with the parents will be sent to the address given to the College in the Admission Form. Parents must notify the College of any subsequent change of address.

5. **The Principal may, at any time, without assigning any reason, require a parent or guardian to withdraw her child from the College if she considers it is in the interest of the College.**
6. The College cannot accept the responsibility in case of an accident. This applies to all accidents, which may occur in the Science Laboratories or on the games field or on journeys to and from the College.
7. The age of a student accepted by the College will be stated in the student's Transfer Certificate. The Principal may, if she considers it necessary, insist on seeing the birth registration certificate in original.
8. No travel arrangements will be made by the College.

FEE STRUCTURE: ENCLOSED

Please refer FEE STRUCTURE.

PRIVATE ACCOUNT (Individual Expenses)

1. At the opening of the term all parents/guardians must ensure that the required amount has been deposited in the Private Account of their daughter/ward as fixed by the College from time to time to avoid inconvenience at the time of checking in. This money is to cover the individual expenses of students on such items such as pocket-money, books, stationery, needle work, handwork material, dry-cleaning, repair of shoes, postage, cost of short excursions or organised entertainment such as films, etc.
2. The Private Account of a student may not be sufficient to cover expenses that may be incurred on account of:
 - (a) Replacement of uniforms/clothing.
 - (b) Cost of medical treatment.
 - (c) Extra pocket money.

However, any sum due on account of any of the above items will be debited, in the first instance, to the Private Account of the student, but the amount must be reimbursed by Bank Draft within 21 days of a demand by the College. Credit facilities will not be provided to any student should her Private Account be in debit.

3. The College will send a statement of the Private Account of the student in the month of November and the credit balance if any, will be carried forward.
4. Please note that you will be required to deposit the required amount in the PRIVATE ACCOUNT (Kindly refer Fee Structure) of your child and this should be sent with the annual fees, before 1st March by BANK DRAFT DIRECTLY TO ALLAHABAD BANK, NAINITAL.

MODE OF PAYMENT

IMPORTANT : Please study the Mode of Payment of fees carefully and pay accordingly to avoid penalty. ALL PAYMENTS MUST BE MADE BY BANK DRAFT OR BANK PAY ORDER DRAWN ON THE ALLAHABAD BANK OR ANY OTHER SCHEDULED BANK IN NAINITAL AND MUST BE PAID DIRECTLY TO THE ALLAHABAD BANK, NAINITAL.

1. Payments on account of basic Tuition and Boarding fees as well as Tuition and boarding extras should be made annually before the 1st of March each year or in two instalments by the following dates:
 - (a) 1st instalment due before 1st March
 - (b) 2nd instalment due before 15th June.

In case the 1st instalment is not paid as above, admission will be refused and it will not be possible to keep a place for her for the ensuing year.

2. Parents residing abroad must pay the entire amount of the bill in advance before the 1st of March.
3. One bill in respect of the above fees will be sent out annually in the month of December and should be paid annually before 1st of March or in two equal instalments by the dates specified above. In the event of fees not being received by the due date of the instalment, a fine of 5% will be charged. If the instalment of the College fees including penalty due, if any, is not paid by the due date the name of the student will be struck off from the College Rolls, and readmission may be granted by the Principal in her discretion on payment of all arrears plus fresh admission fees.
4. While making payments, parents must indicate precisely the amount being sent towards the Private Account, and the amount being paid towards the College fees of the student. The Private Account of the student is kept separately from the College Account and under no circumstances can the money sent for the fees be advanced to a student for her individual or personal expenses.
5. Parents must mention the Code Number of the student while paying.
6. No member of the staff is authorised to collect fees from the parents.