

## COURSE CHANGE POLICY

1. Course selection is a critical process and must be done with precision. Students and parents/guardians are advised to go through the details of course curriculum on the website before course selection.
2. Students and parents/guardians can also reach out to the International Schooling Team in case they need assistance in course selection.
3. Courses can be changed within 7 days from the start date of the course. For this, students can reach out to the Administration Team for assistance.

## ACADEMIC YEAR EXTENSION POLICY

The students enrolled at International Schooling for full-time courses are provided with the academic year of 42 weeks to complete the courses and earn credits.

### Extension-1

If the student is unable to complete the entire 1 credit course in the 42 weeks and half-credit course in 20 weeks, the student will get an extended period of 2 weeks to complete the remaining credit, without any additional fee. Therefore, the student can complete a one-credit course in 44 weeks (42 weeks + 2 weeks), a half credit course in 22 weeks (20 weeks + 2 weeks) and a quarter-credit course in 12 weeks (10 weeks + 2 weeks) without making any additional payment.

**NOTE:** Any blank assignments submitted before or after this date will be graded as zero and will not be reassigned.

### Extension-2

If the student still does not complete the remaining course in the additional two weeks provided in Extension-1, the student must pay a fee of USD 50 for each incomplete course per week.

The student must request the course's extension before the course's original end date and pay in advance for the weeks required to complete the credits. Any requests for a course's extension after the original due date will not be accepted and the course would be graded as incomplete (I) with the grades as per the student's performance. The school provides no other form of the extension program. If a student does not complete a given credit even after the second extension, no credit would be provided for that given course. That specific course would be graded as incomplete (I) with the grades as per the student's performance.

**NOTE:** The student can only request for a paid extension period for up to 4 weeks.

### Please note the important fee refund policy and terms & conditions before extending academic year:

1. We recommend that you consult with the School Admin ([admin.support@internationalschooling.org](mailto:admin.support@internationalschooling.org)) before opting for Paid Academic Year Extension.
2. Paid academic year extension can be availed for a period of a maximum of 4 weeks.
3. The school provides no other form of an academic year extension.
4. In case you are not able to complete this course even after availing paid extension for 4 weeks, no credit would be provided for this course, and it would be graded as Incomplete "(I)" in your annual transcript.
5. Under any circumstances/conditions, fee paid for academic year extension is non-refundable, non-transferable and non-adjustable.
6. Students (or their parents/guardians) are responsible for regularly checking the website for any upcoming notifications. International Schooling will not send notifications or updates separately to students (or their parents/guardians).
7. International Schooling reserves the right to amend, limit or revoke any offers or terms at any time prior to purchase and accepts no responsibility for any technical issues resulting in the failure to pay.

## EXTRA CLASSES- STUDENT ADD-ONS

### Add Ons - Teacher Assistance

International Schooling offers multiple teacher assistance options to students who wish to take extra classes with their teachers.

### Elementary School

“Extra Classes” of Teacher Assistance are defined as classes, which are in addition to your 3 complimentary classes per week. For example, 2 extra classes per week mean 3 complimentary classes + 2 extra classes = 5 classes per week.

**An explanation of the payment structure is provided here for your reference:**

Add Ons - Teacher Assistance	Fee (Elementary School)
1 extra class	\$30
1 extra class per week for 1 Month	\$100
1 extra class per week for 5 Month	\$440
1 extra class per week for 10 Month	\$800

“1 extra class” is not a plan. That is, you can opt for a single extra class, as many times as you want, even while having opted for a plan.

- If you have not opted for a plan, these extra classes will be an addition to your complimentary classes that can be booked at any time during the academic year.
- If you have opted for a plan, these extra classes will be an addition to your plan that can be booked at any time during the academic year.

### For example

**3 extra classes would spread as follows:**

Add Ons - Teacher Assistance	Fee (USD)
1 extra class is for	\$30
Number of Extra Classes	3
Amount Payable: ( $\$30 \times 3$ )	\$90

If a student has opted for 3 extra classes, then the total number of classes for the student (including complimentary class) would be:

**3 extra classes + 3 complimentary classes = 6 classes**

“1 extra class per week for 1 Month”, “1 extra class per week for 5 Months”, and “1 extra class per week for 10 Months” are plans. In these plans, you can select how many extra classes you want to attend within a week (excluding the complimentary class) for a duration of 1 Month, 5 Months, or 10 Months.

**For example**

**1 extra class per week for 1 Month would spread as follows:**

Add Ons - Teacher Assistance	Fee (USD)
1 extra class per week for 1 Month	\$100
Amount Payable: (\$100 × 1)	\$100

If a student has opted for 1 extra class per week for 1 Month, then the total number of classes for the student (including complimentary classes) would be:

**1 extra class per week for 1 Month + 3 complimentary classes per week = 4 classes per week.**

**Switching Plans:** If a student would like to switch to a new plan, they can do so only after the current plan has ended. That is, the new plan will be activated only after the duration of the current plan has ended.

**Middle School & High School**

“Extra Classes” of Teacher Assistance are defined as classes which are in addition to your 1 complimentary class per week per course. For example, 2 extra classes per week per course mean 1 complimentary class + 2 extra classes = 3 classes per week per course.

**An explanation of the payment structure is provided here for your reference:**

Add Ons - Teacher Assistance	Fee (Middle School)	Fee (Middle School)
1 extra class	\$10	\$15
1 extra class per week per course for 1 Month	\$30	\$50
1 extra class per week per course for 5 Months	\$125	\$200
1 extra class per week per course for 10 Months	\$250	\$400

“1 extra class” is not a plan. That is, you can opt for single extra classes for a course, as many times as you want even while having opted for a plan.

- If you have not opted for a plan, these extra classes will be an addition to your complimentary classes for a course that can be booked at any time during an academic year.
- If you have opted for a plan, these extra classes will be an addition to your plan for a course that can be booked at any time during an academic year.



**For example**

**if a student in Grade 10 opts for 3 extra classes for a course, it would spread as follows:**

Add Ons - Teacher Assistance	Fee (USD)
1 extra class	\$15
Number of Extra Classes	3
Amount Payable: ( $\$15 \times 3$ )	\$45

If a student has opted for 3 extra classes for a course, then the total number of classes for that course (including complimentary class) would be:

**3 extra classes + 1 complimentary class = 4 classes**

(1 complimentary class per week per course + 3 extra classes that can be booked at any time)

“1 extra class per week per course for 1 Month”, “1 extra class per week per course for 5 Months”, and “1 extra class per week per course for 10 Months” are plans. In these plans, you can select how many extra classes you want to attend within a week for a course (excluding the complimentary class) for a duration of 1 Month, 5 Months, or 10 Months.

**For example**

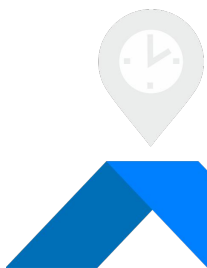
**if a student in Grade 10 opts for 4 extra classes per week per course for 5 Months, it would spread as follows:**

Add Ons - Teacher Assistance	Fee (USD)
1 extra class per week per course for 5 Months	\$200
Number of Extra Classes	4
Amount Payable: ( $\$200 \times 4$ )	\$800

If a student has opted for 4 extra classes per week per course for 5 months, then the total number of classes for that course (including complimentary class) would be:

**4 extra classes + 1 complimentary class = 5 classes per week per course.**

**Switching Plans:** If a student would like to switch to a new plan, they can do so only after the current plan has ended. That is, the new plan will be activated only after the duration of the current plan has ended.



**Please note the important fee refund policy and terms & conditions before enrolling for Extra Classes:**

1. Extra Classes are defined as doubt-clearing classes which are in addition to your complimentary classes. For example, 2 extra classes per week mean 1 complimentary doubt-clearing class + 2 extra doubt-clearing classes = 3 doubt-clearing classes per week.
2. Students have to pay in full for the Extra Classes in advance.
3. Fees will be accepted through online payment methods only.
4. All your Extra Classes will be pre-booked at the beginning of every month. You will be notified duly about your Extra Classes Schedule via mail.
5. In case you want to change the date and/or timings of your Extra Class(s), you will have to inform International Schooling via mail at least 7 days in advance.
6. Under any circumstances/conditions, fee for Extra Class is non-refundable, non-transferable and non-adjustable. Absence is not valid for any compensation class or refund of fee.
7. The class will be compensated only if it is canceled by International Schooling. The compensation will occur only through policies of International Schooling. You cannot claim a refund of fees in such cases.
8. Students (or their parents/guardians) are responsible for regularly checking the website for any upcoming notifications. International Schooling will not send notifications or updates separately to students (or their parents/guardians)
9. International Schooling reserves the right to amend, limit or revoke any offers or terms at any time prior to purchase and accepts no responsibility for any technical issues resulting in the failure to pay.

