



RULES AND REGULATIONS

1. The Academy is open 7 days a week. It remains closed on national/ public holidays such as **Republic Day, Independence Day, Gandhi Jayanti, Diwali** etc. The School is also closed for summer and winter vacations. The schedule of holidays is displayed on the School's notice board & uploaded on the website from time to time.
2. The School year is divided into four quarters viz. **January—March, April—June, July—September October—December**. Admission in between the quarters from the waiting list may be allowed by charging the prescribed fees.
3. Full quarterly fees is to be paid through **Cheque/ Demand Draft** or **QR Code** facilitated in the school office (**Cash payment is not accepted**). The quarterly fees apply also for the periods during which the School remains closed: **Summer Vacation (the month of June) and Winter Vacation (Two weeks)**.
4. Instrument and vocal lessons may be provided either individually or in groups, based on level and requirement. Dance classes are conducted in groups. Class timings are finalized mutually between teacher and student at the start of each quarter and cannot be changed mid-quarter.
5. Classes missed due to faculty unavailability will be compensated. However if a student misses a class, any make-up class is solely at the teacher's discretion. The academy is not obligated to provide any such make-up class. Late arrivals (more than 20 minutes) may be marked absent at the discretion of the instructor.
6. Classes missed by students for the following reasons will NOT be made good
 - a. Classes falling on national/public holidays and during summer and winter vacations.
 - b. Classes missed due to school examinations/outstation camps, trips, late attendance or for any other reason. In case of serious illness or hospitalisation, however, the Director may consider making up classes as a special case on the evidence of a medical certificate.
7. Admission of new students: Admissions for the various quarters will be completed within the following dates:

Quarter	Admission forms
April-June	31st March
July-September	30th June
October-December	30th September
January-March	31st December



The
KNIGHTS
MUSIC AND DANCE ACADEMY

8. The due dates for payment of fees by students are as follows:

Quarter	Due Date
April-June	15th March
July-September	15th June
October-December	15th September
January-March	15th December

Note : 500/- late fee will be charged after the due date.

The above dates for payment of fees by students should be strictly complied with. Teachers will not take classes for students not paid their fees for the quarter. There is no guarantee that the slot will be maintained after three weeks from the due date of the late fees.

9. Fees for the quarter, once paid by the students, will not be considered for refund. However, exceptional circumstances and cases may be considered.
10. Students should attend the classes regularly. Students whose attendance is irregular or who absent themselves frequently and for long periods without prior intimation and full justification, would be removed from the rolls. The Director reserves the right to terminate the lessons of students at any time, if their work, application or discipline are found to be unsatisfactory.
11. The school reserves the right to change a teacher assigned to a student at any point of time, if found necessary.
12. The decision to allow the student to appear for an examination as a student of The Knights Music and Dance Academy vests with the concerned teacher and the Principal. The school recommends that teachers and students spend around 3 months to prepare for each exam, with the rest of the year devoted to other musical training.
13. **Award of Scholarships:** Scholarships are awarded to students on the basis of an audition that may be held periodically with talent and commitment as the main criteria.
14. In all matters the decision of the Principal shall be final and irrevocable.