



# **Admission Policy**

## **Johnson Grammar School IBDP**

**2022-23**

Reviewed and revised: August 2022, November 2022 and February 2023  
Approved 21st April, 2023

## Table of Contents

	Topic	Page Number
1	History of the school	2
2	Academic Year	2
3	Admission Process	2-4
4	Cancellation	4
5	Transfer Students	4
6	Appendix Registration form Admission form Fee Payment schedule	5 - 7 8 9

## **HISTORY OF JOHNSON GRAMMAR SCHOOL**

Johnson Grammar School was founded in 1979 by Shri S R N Mudiraj. His vision was to provide every student access to a high quality education. The current school's administrator, Dr. B. Chandrasekhar, set out in 2007 to enable students to develop more holistically, expand their horizons, and leave a mark globally. The administrator's vision was in line with the IB Philosophy and Mission. In 2008, Johnson Grammar School obtained authorization to run the IBDP.

### **ACADEMIC YEAR:**

Johnson IB academic year starts in July and ends in May.

### **ADMISSION PROCESS**

Admission process is the same for all students seeking admission from different education boards. Johnson IB as a move forward for the class 2024 will be accepting students having special educational needs.

#### **Step 1. Creating IBDP Awareness**

##### **a. Displays**

Information on the IB curriculum, its philosophy, Learner Profile, Subjects offered in Johnson IBDP, Admission Notifications, Student placements are displayed in the campus, social media and website.

##### **b. Orientation Sessions**

Parents and students interested in IBDP are invited to orientation sessions, where the DPC addresses the parents and students on the IB philosophy, curriculum structure, and program benefits.

The admission process starts with Enquiry

#### **Step 2. Enquiry:**

IBDP admission officer is the point of contact for interested parents and students for information on the admission process and fee structure. Admission officer is also responsible

for sharing information about the IB program for parents who would not have attended the initial orientation sessions.

### Step 3. **Registration:**

Registration form has to be filled in by parents with complete information. Students submit their academic records of the previous grade. ( Form in appendix)

Documents required to complete the registration process

- 2 copies of Grade 8 and 9 annual report
- Grade 10 academic records [whatever available at the point of registration]
- 2 passport size photographs
- Special learning needs documents[if applicable]
- Birth certificate copy

### Step 4. **Entrance Test:**

A skill based entrance test is conducted in English to test their fluency and Mathematics to test their analytical and logical skills.

### Step 5. **Interview:**

Following the successful completion of the entrance exam, an interview with the DPC will be scheduled. Students' interest, career pathways ,choice of university and courses, and past academic records are considered while advising students on the subject choices.

### Step 6. **Admission:**

Admission offers are mailed to selected students with details on the fee structure, payment schedule, bank details and necessary documents for submission, and is given upon acceptance of the admission offer. Parents must fill out the admission form and submit the necessary paperwork after paying the first installment. ( form in appendix)

Documents required to complete the admission process

- Grade 10 statement of marks xerox 2 copies
- Original School leaving certificates [ Transfer and Bonafide certificate]
- Aadhar copy

## **FEE PARTICULARS:**

- Registration Fee: Rs.2000/-
- Admission Fee: Rs.25,000/- [Not applicable to parent school students]
- Annual Tuition Fee: Rs.3,75,000/-
- Examination Fee: 70,000/ - approx based on exchange rate.

Payment schedule and details[form in appendix]

IBDP Examination fee is collected in DP2, upon receiving the exam payment invoice from the IB for the Diploma and Course registered students.

## **CANCELLATION OF ADMISSION**

There is no fee reimbursement if the candidate withdraws during the school academic year. The candidate's registration will be cancelled. To receive the school leaving certificate a NO FEE DUE certificate will be required from the accounts department. Parents need to clear fee dues if any.



## **TRANSFER STUDENT**

Students seeking admission to Johnson Grammar School IBDP from another IB school will be interviewed by the DPC. The reason for the transfer as well as the subject combination will be recorded. A school leaving certificate is required from the previous school. The candidate must pay the school tuition fee. If the candidate is already enrolled in IB, his or her candidate number and subjects will be transferred to Johnson IBDP.

*Review of the document was completed by teachers on and approved by the school leadership team on*

## Appendix

### 1. Registration Form

	
<b>Johnson Grammar School IBDP</b> Senior Wing, Plot No-A/16, Mallapur Road, Nacharam, Hyderabad - 500 076. Email : admissions@johnsonibdp.org , jib@johnsonibdp.org Website: www.johnsonibdp.org Contact no: 8297131222	
<b>IBDP REGISTRATION FORM</b>	
Registration No: J I B 2023 _ _ _ (provided by the IBDP admission officer)	
<b>STUDENT INFORMATION</b>	
1. Student Name _____	
2. School Name & Curriculum _____	
3. Date of Birth : Date: _ _ Month: _ _ Year: _ _ _ _ Gender : _____	
4. Nationality: _____ Student's Blood Group: _____	
5. Student's email id: _____	
6. Current School & Curriculum: _____	
7. Does the student have any special education needs: YES \ NO . If yes, please provide all the relevant documents	
8. Residential Address _____ _____	
<b>PARENTS INFORMATION</b>	
Father Name	Mother Name
Educational Qualification	Educational Qualification
Occupation & Designation	Occupation & Designation
Organization Name & Address	Organization Name & Address
Contact Number	Contact Number
Email ID	Email ID



## Johnson Grammar School IBDP

Senior Wing, Plot No-A/16, Mallapur Road, Nacharam, Hyderabad - 500 076.  
Email : admissions@johnsonibdp.org , jib@johnsonibdp.org Website: www.johnsonibdp.org  
Contact no: 8297131222



### SUBJECTS OFFERED IN JOHNSON GRAMMAR SCHOOL IBDP

<b>GROUP 1: LANGUAGE A</b> <ul style="list-style-type: none"><li>English : Language &amp; Literature HL and SL</li></ul>	<b>GROUP 2: LANGUAGE ACQUISITION</b> <ul style="list-style-type: none"><li>Hindi B HL</li><li>Hindi B SL</li><li>French abinitio</li><li>French B SL</li></ul>
<b>GROUP 3: INDIVIDUALS AND SOCIETIES</b> <ul style="list-style-type: none"><li>Business Management HL and SL</li><li>Economics HL and SL</li><li>Psychology HL and SL</li></ul>	<b>GROUP 4: SCIENCES</b> <ul style="list-style-type: none"><li>Biology HL and SL</li><li>Chemistry HL and SL</li><li>Physics HL and SL</li><li>Computer Science HL and SL</li><li>Environmental Systems &amp; Societies SL</li></ul>
<b>GROUP 5: MATHEMATICS</b> <ul style="list-style-type: none"><li>Mathematics Analysis and Approaches [ AA ] HL and SL</li><li>Mathematics Applications and Interpretations [ AI ] HL and SL</li></ul>	<b>GROUP 6: THE ARTS</b> <ul style="list-style-type: none"><li>Visual Arts HL and SL</li></ul>

\* Students to choose one subject from each group. If Group 6 is not opted, the 6<sup>th</sup> option can be chosen from either Group 3 or from Group 4.

#### Please Note

- Registration does not guarantee admission.
- No donations or any other forms of gratification/influence/recommendations will be accepted for admissions. Any kind of approach in connection with the above will be treated as disqualification.
- A leaving certificate from the previous school must be submitted before the start of the program.
- A fee of Rs.1,00,000/- which constitutes admission fee and a part of the annual fee is to be paid at the time of admission which is nonrefundable.



## Johnson Grammar School IBDP



Senior Wing, Plot No-A/16, Mallapur Road, Nacharam, Hyderabad - 500 076.  
Email : admissions@johnsonibdp.org , jib@johnsonibdp.org Website: www.johnsonibdp.org  
Contact no: 8297131222

- v. The school fee for the academic year is collected term wise or month wise. Fee is to be paid by 10<sup>th</sup> of the mentioned schedule for term /month.
- vi. Payments should be either by cheque in favor of 'Johnson Grammar School IBDP' or can be made online [details will be shared by the accounts department].
- vii. If there is any change in address and contact number, the school must be informed.
- viii. The tuition fee is exclusive of CAS activities or field trips, and IBDP Board examination. It will be intimated through class announcements and managebac.

### Declaration by the Parent/Guardian



- i. I certify that the information given above & overleaf is correct.
- ii. I agree to pay all school fees regularly.
- iii. I agree to abide by the rules of the school.
- iv. I understand that the school will not be responsible for any injury, fatal or otherwise, that may be sustained by my child whilst participating in games, extra – curricular activities or while on excursions conducted by school.
- v. I understand and fully agree that no amount will be refunded to me in the event that I withdraw my child after securing admission

Date:

Name and Signature



## 2. Admission Form

	<h3 style="margin: 0;">ADMISSION FORM</h3> <p style="margin: 0;"><b>JOHNSON GRAMMAR SCHOOL</b> IBDP</p> <p style="margin: 0; font-size: small;">School code No:003528 Malapur, Hyderabad - 500 076.</p>	
For Office Use :		
Registration No : <input style="width: 100px;" type="text"/>	Admission No: <input style="width: 100px;" type="text"/>	D.O.J <input style="width: 100px;" type="text"/>
		DD MM YYYY <input style="width: 100px;" type="text"/>
<p><b>NOTE :</b></p> <ol style="list-style-type: none"> <li>1. Parents are requested to read the instruction given below before filling up the form,</li> <li>2. Once the parent signs this form, it will be considered complete. No further changes will be allowed. Henceforth this shows your willingness to adhere to all school regulations.</li> <li>3. Any change in the address / phone number must be notified to the school immediately.</li> <li>4. A leaving certificate from the previous school must be submitted before the start of the program,</li> <li>5. Fee once paid will be not refunded under any circumstances.</li> <li>6. Payment of FEE must be done within the scheduled period.</li> <li>7. The school fee for the academic year is collected term wise, Fee is to be paid by 10th of the mentioned schedule of the term.</li> <li>8. The tuition fee is exclusive of CAS Fee, and IBDP Board examination, It will be fee to informed through circulars,</li> </ol>		Please affix photograph here
<b>A student of IBDP learns to :</b>		
Think	Study	Act
Explore	Perceive Value	Co-operate
Speak out		
<b>All details to be filled in CAPITAL LETTERS (as per schedule record)</b>		
STUDENT'S NAME	<input style="width: 100%;" type="text"/>	
FATHER'S NAME	<input style="width: 100%;" type="text"/>	
MOTHER'S NAME	<input style="width: 100%;" type="text"/>	
GUARDIAN'S NAME <small>(Specify the relationship with child)</small>	<input style="width: 100%;" type="text"/>	
Present Residential Address :	Permanent Residential Address :	
Contact No :	<input style="width: 100%;" type="text"/>	
E-mail ID :	<input style="width: 100%;" type="text"/>	
Occupation of Father / Guardian : Clearly TICK the appropriate box, and mark (X) on all OTHER boxes.		
<input type="checkbox"/> Central	<input type="checkbox"/> State	<input type="checkbox"/> PSU
<input type="checkbox"/> Bank	<input type="checkbox"/> Defence	<input type="checkbox"/> Corporate
<input type="checkbox"/> Own Business	<input type="checkbox"/> NRI	<input type="checkbox"/> Any Other
		Specify
(Please Mention Department if Central or State, mention designation and organization name if working for others, the nature of business if self employed and the name of the country if NRI)		
INFORMATION ABOUT THE STUDENT.		
Date of birth	D.O.B (in words)	Gender : <input type="checkbox"/> M <input type="checkbox"/> F <small>Please Tick</small>
Place of birth	Nationality : Indian/	Mother Tongue :
Name of the School / INSTITUTE LAST ATTENDED	Medium of Instruction	
School Transfer Certificate: Number:	Date:	Place: State:
Qualifying Examination (Class X): 1) ICSE <input type="checkbox"/>	2) CBSE <input type="checkbox"/>	3) SSC <input type="checkbox"/>
4) ICSE <input type="checkbox"/>	1) ANY OTHER <input type="checkbox"/>	
If you belong to <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> BC <input type="checkbox"/> OTHERS	TO BE ADMITTED INTO : LEVEL I (CLASS X)	
<small>(Certificate to be enclosed)</small>	<small>Please Tick</small>	
PTO		

### 3.Payment details



## JOHNSON GRAMMAR SCHOOL IBDP



### FEE PARTICULARS IBDP 2022-2024

Registration Fee	2,000/-
One-Time Fee	25,000/-

Sl.No	Class	Annual Fee	1 <sup>st</sup> Installment	Balance Fee one-time payment	Balance fee in 10 EMI
1	IB DP 1	3,75,000/-	75,000/-	3,00,000/-	30,000/- pm
2	IB DP 2	3,75,000/-	75,000/-	3,00,000/-	30,000/- pm

Note\*:

1. Rs.1,00,000/- 1<sup>st</sup> Installment to be paid at the time of admission.
2. No GST is included in the fee.
3. Fees once paid is not refundable.
4. EMI payment option is through Grayquest
5. Attendance for any part of term will entitle full payment for the term and is not Pro Rated.

### BANK DETAILS

Bank Name:	The Cosmos Co-operative Bank Ltd
Branch:	Habsiguda
Account Name:	JOHNSON GRAMMAR SCHOOL IBDP
Account No:	915100102196
IFSC Code:	COSB0000915
Account Type:	Current Account

### DOCUMENTS REQUIRED SUBMISSION

Yearly Fee Does <b>NOT</b> Include	Documents for submission
<ul style="list-style-type: none"><li>• IBDP Board Exam Fee</li><li>• Uniforms</li><li>• GDC Calculator</li><li>• Field Trips and Tours</li><li>• Lunch</li><li>• Transport</li><li>• Any Medical Expenses</li></ul>	<ul style="list-style-type: none"><li>• Birth Certificate</li><li>• Aadhar</li><li>• Grade 8 Annual Report</li><li>• Grade 9 Annual Report</li><li>• Grade 10 Board Results</li><li>• School Leaving Certificate[ Transfer Certificate]</li><li>• Bonafide Certificate</li></ul>

Sd/  
Office