



STUDENTS/PARENTS HANDBOOK

(version 3.0)



www.pak.ilmforall.org

Student's Name: _____

Parent's Name: _____

Receiving Date: _____



**INSTITUTE OF LEARNING
AND MENTORSHIP**



Office/Department	Contact #	Email ID
Administration	0335-9993145	admin@pak.ilmforall.org
Admissions	0332-3793145	admissions@pak.ilmforall.org
Academics	0334-9993145	academics@pak.ilmforall.org
Finance	0332-9993145	finance@pak.ilmforall.org



List of Contents

Section I: Introduction and Welcome	4
1.1. ILM's Mission Statement	5
1.2. Aims and Objectives.....	5
1.3. Our Values.....	5
1.4. Statement of Parental Support	6
1.5. Statement of Rights and Responsibilities	6
1.6. At-Will Enrollment	8
2. Section II: Daily Attendance, Schedule and Transportation	9
2.1. Schedule	9
2.2. Annual Calendar.....	9
2.3. Arrival and Dismissal	10
2.4. Attendance.....	11
3. Section III: Student Information.....	14
3.1. Emergency Contact Information.....	14
3.2. Emergency Notification Service	14
3.3. Emergency School Closure.....	14
3.4. Communication with Families.....	15
3.5. Photographs, Videos, and Student Work.....	15
3.6. Lunch and Snacks	15
Prohibited Items.....	15
Lunchbox Guidance Information	16
3.7. Use of Wireless Communication Devices	16
4. Emergency Procedures	17
4.1. Emergency Evacuations	17
4.2. Emergency Evacuations Practices	17
5. Section V: Guidelines for Parents.....	18
5.1. Parents Teachers Association	18
5.2. Parents Teachers Conferences.....	18
5.3. Visiting Classrooms	18
5.4. Confidentiality.....	18
6. Section IV: Code of Conduct	19



6.1.	Students Dress Code	19
6.2.	Discipline Expectations	20
6.3.	Anti-Bullying Policy	21
6.4.	Integrity and Honesty	21
6.5.	Theft, Trespass and Damage to Property	22
6.6.	Consequences	22
7.	Finances	23
7.1.	Fee Structure and Fee Submissions	23



Section I: Introduction and Welcome

Congratulations on starting another successful year with the Institute of Learning and Mentorship (ILM). During this academic year, you will discover that the ILM is an extra-ordinary institute. Our STEM focus, internationally recognized curriculum, our highly trained teachers, our advanced teaching approach, and our extra-ordinary academic programs make us an extraordinary school. We strive to create a culture that fosters learning, innovation, collaboration, transparency, and inclusion.



This *handbook* outlines policies, students' rights, parents' responsibilities, and the policies of our organization. Please take time to read the information and make sure you're familiar with our standards and expectations for all our parents and our students. Additional information, policy documents, can be requested. Notices can also be found on our Company social media platforms, which is your primary resource for communication.

If you have any questions about our policies, our values, our mission please ask a representative, or go to www.pak.ilmforall.org. On behalf of all employees, I wish you all the best with your journey, and once again welcome to the ILM community.

Sincerely,

A handwritten signature in black ink, reading "Bilal Baqai".

Bilal Baqai

Director

Institute of Learning and Mentorship (ILM)



1.1. ILM's Mission Statement

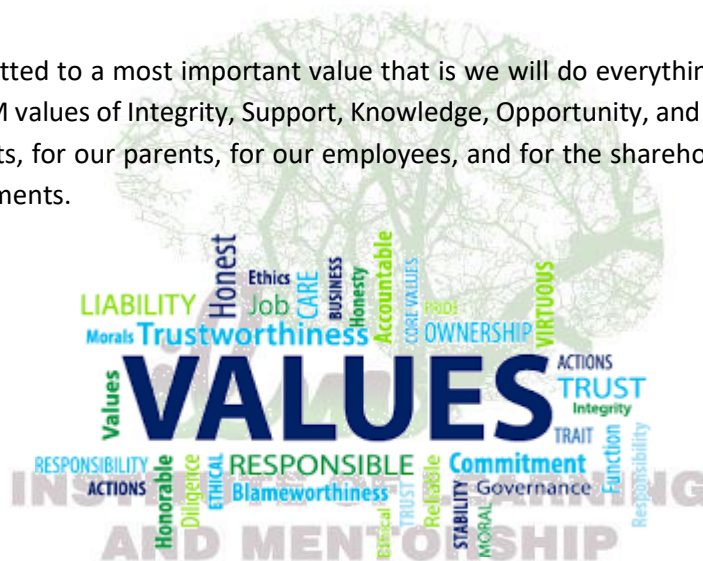
"To develop an innovative learning system and environment that focuses on core concepts enhancing academic engagement. "

1.2. Aims and Objectives

"To prepare honest, intellectual and educated leaders of tomorrow capable of meeting global challenges."

1.3. Our Values

At ILM, we are committed to a most important value that is we will do everything we do the right way. True to each of the ILM values of Integrity, Support, Knowledge, Opportunity, and Results. We will deliver results for our students, for our parents, for our employees, and for the shareholders who expect us to live up to our commitments.



We promise to

- speak the truth, and nothing but the truth
- know and challenge each child, and inspire them to reach their potential
- cultivate an environment of mutual respect
- promote the academic, social, and emotional development of each child
- provide a challenging and high standard curriculum

We believe in

- the power of community
- a strong partnership between parents and educators to support the growth and development of each student
- creating an enriching cultural environment
- character development and teaching students the importance of personal integrity, respect, responsibility and service to others



1.4. Statement of Parental Support

We expect that parents, as members of the community, understand and endorse the mission statement of the ILM and are committed to abiding by the policies and procedures stated in this *handbook*. We encourage parents to take an active interest in their children's work and life at ILM.

Positive ways to support your children's education include:

- getting to know classmates, teachers, and other parents
- engaging in volunteer activities
- attending parents' conferences
- being involved and active in the events arranged by ILM
- being involved in Parents Teachers Association (PTA) events throughout the year

Parents can be an important resource for students by answering questions and directing them to appropriate learning materials.

1.5. Statement of Rights and Responsibilities

The ILM expects its parents and other community members to take an active role defining, maintaining, and raising its standards.



**INSTITUTE OF LEARNING
AND MENTORSHIP**

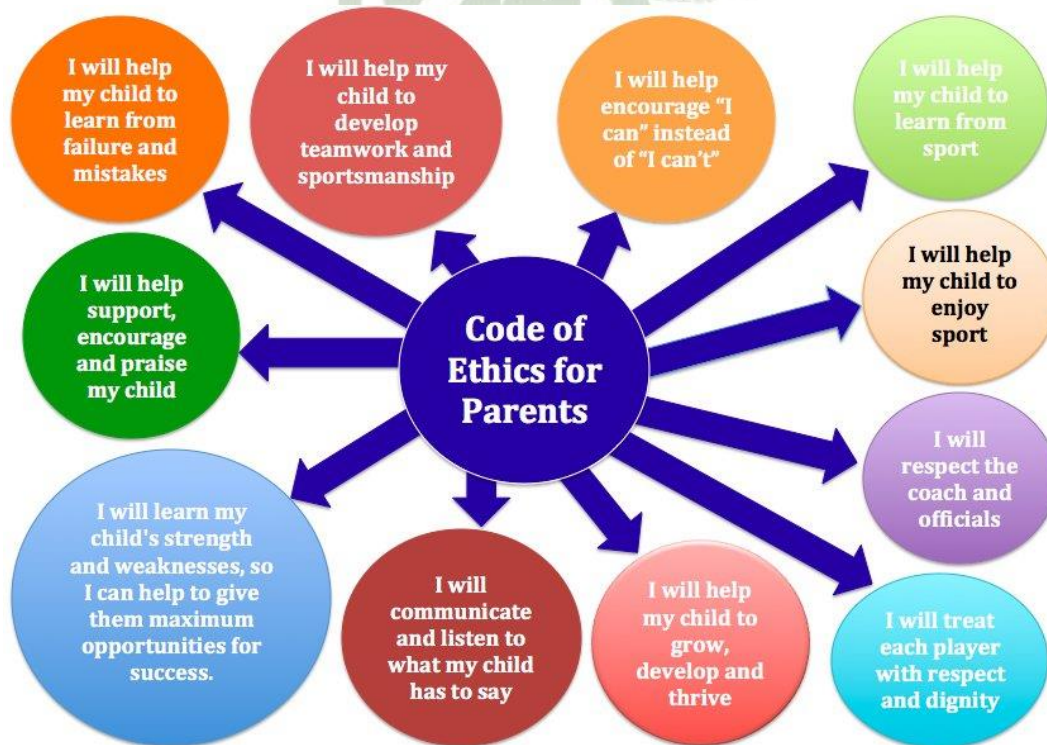


To this end, members of the ILM community have these responsibilities.

- to respect and value the intellectual, creative, and physical aspects of the learning process
- to respect and value the differences that exist among members of the community
- to approach teachers and administrators respectfully
- to be respectful of and committed to caring for school property and the property of others
- to be respectful and respond courteously when their actions are questioned or corrected
- to help others experience the programs, community, and environment of the school in such a way that individual and collective goals may be achieved
- to uphold, by their actions and words, the rights of other members of the community

The members of ILM community have the following rights

- to work and learn in an environment in which honesty is valued above all things
- to work and learn in a community that values and respects the differences among its members
- to work and learn in a community in which the theft or destruction of property will not be tolerated
- to work and learn in a community in which abuse of any kind will not be tolerated
- to work and learn in an environment free from drugs, including alcohol and tobacco, and free from weapons of any sort.



1.6. At-Will Enrollment

Enrollment with ILM is at-will, unless applicable law dictates otherwise. This *Handbook* is not an admissions contract. Neither this *handbook* nor any other Company document confers any contractual right, either expressed or implied, to remain enrolled with ILM. Nor does it guarantee any fixed terms and conditions of enrollment at ILM.

This means that any student enrollment is not for any specific period of time and may be terminated by the ILM, with or without disclosed cause, and without prior notice. No principal, administrator, manager or any other representative of ILM has the authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the above. This *Handbook* supersedes any previous *handbook* or unwritten policies. As a parent of ILM, you are expected to abide by all of the policies outlined in this *handbook*, along with any state or local addendums or supplements that are published and made available to you by the Company.



2. Section II: Daily Attendance, Schedule and Transportation

2.1. Schedule

	Time	Days Applicable
Pre-School and Kindergarten	8:30 AM – 12:30 PM	Monday – Thursday
	8:30 AM – 12:15 PM	Friday
Elementary, Middle School and High School	8:30 AM – 02:00 PM	Monday – Thursday
	8:30 AM – 12:15 PM	Friday

2.2. Annual Calendar

The annual calendar of ILM is published on the website, on the social media platforms, and shown in this *Handbook*. This is tentative calendar, and can change due to many factors. Families will be notified about the changes routinely.



2.3. Arrival and Dismissal

Morning Arrival

No students are allowed to arrive late. Punishments may be given based on students' late arrival timing, frequency and other factors. Entering School after 9:00 AM without prior approval may prevent the student's participation in classroom, activities later in the day, including but not limited to, athletic events, choral performances, etc.

For the safety of all the children, all parents are asked please follow these basic rules for car arrival in the morning.

- Obey traffic signs.
- Please obey the instructions given to you by our security or our domestic staff.
- If your Lower School student arrives before 8:10 AM, please walk your child to the school for the Early Morning program.
- If you need to walk your child(ren) into school, use the parking areas outside the. Please do not park at the gate beyond the drop off point.
- During car line, please form a single line.
- Students should only be dropped off in the designated area.
- PreK parents should drop off at the gates
- Please be patient. Our goal is your child(ren)'s safety and the safety of all our children
- The doors are locked after 8:30 am, and our morning staff are no longer there to assist students after this time. Please do not drop your children off at this location after 8:30 am, as it may create an unsafe situation.

Dismissal

- Please wait for the dismissal, do not request an early dismissal for a child, to avoid wait time.
- Only parents are allowed to pick-up the children from school. If a child is to be picked up by anyone other than the designated person or is to go home in a different manner than is their normal routine, it is imperative that the parents notify the ILM's management via the Dismissal Change Form two hours before the dismissal, or by contacting our office. ***The ILM will not send your child(ren) home with a different person or in a different way without proper notification and authorization.***

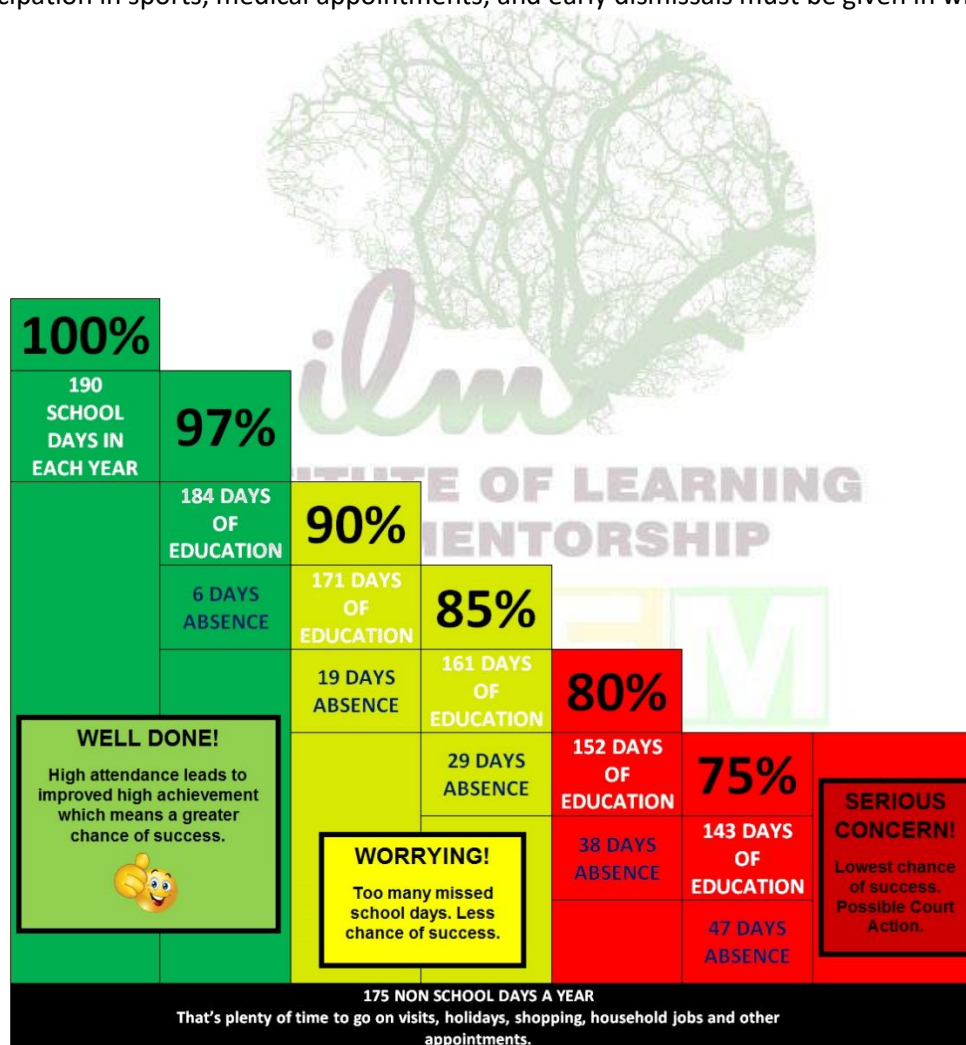


2.4. Attendance

Attendance Requirement:

All students are required to be regular, punctual throughout the academic year. A minimum of 85% attendance is mandatory for each child. Regular attendance is ILM's requirement. Students are expected to fulfill all their school obligations including attending classes, assemblies, trips, rehearsals, practices, games, and performances.

Families are asked to support ILM's position that presence and participation are central to the learning experience. We discourage families from excusing any tardiness or absence, including those for out-of-school appointments, not related to illness or emergency. Excuses for lateness, absence due to illness, non-participation in sports, medical appointments, and early dismissals must be given in writing.



Absences

The academic calendar is available and accessible for all the parents of all active students of ILM. The purpose of this calendar is to ask families to plan activities within the parameters of school vacation periods. The ILM will not support absences due to extensions of holidays, vacations, or family trips when school is in session. At ILM, we believe that the time away from classrooms creates undue pressure for students and places an unmanageable burden on both teachers and students.

Consequently, the ILM reserves the right to designate such absences as unauthorized, and will be noted as such on the student's transcript. Generally, "elective" absences are not condoned by the ILM. There are, however, situations where the educational or other benefit of the absence justifies the absence being excused. In these cases, contact the appropriate division head well in advance of the absence for approval so arrangements can be made.

Students with below 85% attendance may be in jeopardy of not being promoted to the next grade, or in enrollment cancellation. Please remember that student absences are noted on school reports. Excessive amounts of tardies will also be addressed by the ILM's administration.

Academic staff of ILM is under no obligation to extend homework/assignment deadlines, reschedule tests or other assessments. In addition, teachers should not be expected to assign work in advance for vacations taken during school days. If the reason of absence is legitimate, missed work will be given upon the student's return to school.

**INSTITUTE OF LEARNING
AND MENTORSHIP**

**STEM
FOCUSED SCHOOL**



Medical Leave Policy

Occasionally, students in need of medical attention may get an approved leave of absence from the management of ILM. The ILM's priority is always for the student to get the treatment that the student get the necessary treatment so that the student can return to school ready to learn. To excuse school attendance for medical reasons (that extend beyond three class days) the following policies and procedures are in place

- Families are to make a formal request for a medical leave of absence for their child. Requests should be directed to the Campus Head
- The school is to be provided with a note from the treating/recommending physician to include a diagnosis of the medical condition and/or a specific recommendation that the student be granted a leave for medical reasons.
- Any recommendation that the student precludes a student from attending class will also, unless otherwise recommended, apply to all school functions.
- The family, the Campus Head, and either the school health staff or the school counselor will meet prior to the student's return to plan for reentry.

Incidence of any communicable disease should be reported to the management. Any student having any of the communicable diseases listed must remain out of School for the indicated time. ***Please note that if a child returns to School before being 24 hours symptom free, the parent will be called to take their child home.***

Disease	Exclusion from ILM
COVID	3 days after symptoms disappear
Chicken Pox	2 days after symptoms disappear
Infectious Diseases	1 day after symptoms disappear
Lice	Until cleared by health staff or discipline team

Due to other commitments, staff members cannot remain inside with a child who is recovering from a cold or virus. The good health of all the children is best served by asking that a child remain at home if he or she is not well enough to participate in outdoor play. Children who are visibly ill, feverish, or contagious cannot remain on campus where the illness could be spread to other children and adults. We reserve the right to contact the parent or guardian to pick up the child if we feel he or she is too ill to remain at School.



3. Section III: Student Information

3.1. Emergency Contact Information

Family Emergency Information must be provided within 90 days of admission, defining each student's general health needs, and other pertinent information. The ILM expects to be informed of any regularly administered medications that a student is taking.

If there is a change in home, cell, work telephone numbers, or e-mail addresses, parents should notify the ILM immediately by completing our Online Change in Contact Information Form, available on the parent portal of our website. If parents are away from home for an extended time, the ILM should be informed and provided with written authorization for the person who will be responsible for the child during the parent's absence.

3.2. Emergency Notification Service

Keeping you informed is a top priority at ILM. We use an emergency notification system, which allows us to broadcast a text message and/or e-mail message to you providing important information about ILM's closings or emergencies. The successful delivery of this information is dependent upon accurate emergency contact information for each family.

It is the parent or guardian's responsibility to make certain that we have your most current emergency contact information (current phone numbers and email addresses.) If this information changes during the year, please complete the online change in contact information form, or contact the administration department.

3.3. Emergency School Closure

Mornings

Mornings with serious law and order conditions or inclement weather conditions can be an exception. If ILM is open on a regular schedule, students may be late due to traffic conditions, because of public school closings or delays, parents will be notified at earliest convenience. Please use your own best judgment regarding your child's transportation in these cases. These situations will not count as an absence. However, please notify the ILM if your child will not be at school that day.

During the School

In the event of potential bad law and order conditions, or bad weather conditions during the school hours, please pay attention to the weather either through the electronic media, radio, or media websites. In the event of an early dismissal, we ask that you promptly pick up your child at the early dismissal time reported that day. We will also post information on social media platforms.



3.4. Communication with Families

In an effort to keep families informed of all ILM's events, business, and concerns, ILM uses a variety of communication vehicles including:

- social media platforms
- letters from the Head of School and Division Heads
- email blasts
- information in your child's diaries

Much of this communication is electronic, and it is therefore extremely important that you notify the ILM of any changes to your contact information.

3.5. Photographs, Videos, and Student Work

Photographs of students are routinely used in school publications such as social media platforms, quarterly reports, admissions materials, and for purposes of advertising. Photos and audio/video of students and excerpts of student work may be posted on ILM's website and on social media tools administered by the staff, and their accomplishments may be submitted to newspapers and other media. Parents should notify the administration if they do not wish their child's photo or work to be used in such publications, and students are expected to be aware if parents have asked that their image not to be published.

Taking photographs or videos of ILM's students or campus faculty is strictly not allowed. Reproducing images of tests, accessing unauthorized school information that violates any school board policy, administrative regulation or school rule can result into serious actions including the following,

3.6. Lunch and Snacks AND MENTORSHIP

At ILM, we regard healthy eating education as a whole-school issue, and we believe that opportunities to teach about the importance of living a healthy lifestyle occur throughout the curriculum. Healthy eating education forms an important part of our school's curriculum. The importance of balanced nutrition and healthy food choices is explicitly taught through the science Curriculum. All students have the opportunity to learn about where food has come from. Students learn about the requirements for plant growth, the food chain and the components of a healthy diet.

Prohibited Items

The following items are strictly prohibited. The students may not be allowed to consume these items during the schools' hours at ILM.

- | | |
|----------------------------|--------------------------|
| • chocolates | • sweet cakes |
| • sweets | • chewing gum |
| • candies | • fizzy drinks |
| • extra sweetened biscuits | • extra-sweetened drinks |
| • crisps, chips | • caffeinated drinks |



Lunchbox Guidance Information

At ILM we like to encourage the students to develop healthy eating habits. We often offer providing a delicious and nutritious snack and packed lunch at ILM.

- bread sticks
- rice cakes
- crackers
- cucumber sticks
- carrot sticks
- apple wedges
- banana
- melon
- grapes
- healthy biscuit
- oatmeal
- digestive
- flapjack
- yogurt
- water
- macaroni
- diluted fruit juice
- pure fruit juice milk

3.7. Use of Wireless Communication Devices

ILM realizes that cellular phones are an essential communication tool among parents and their children. Therefore, students are permitted to possess cellular phones and other wireless communication devices on school property as long as such devices secured during instructional time. The device should not be visible or in use at any time during the instructional day.

Students are expected to keep the devices secure themselves. The ILM's Management will not be responsible for theft, loss or damage to the communication devices. The Management will have the authority to make decision on a case by case basis and provide instructions to the student on how the device is to be secured. Technology Acceptable Use Policy.

School employees may immediately confiscate any wireless communication device that is on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent or guardian.



4. Emergency Procedures

4.1. Emergency Evacuations

In case of emergencies, the ILM might need to evacuate campus due to number of reasons, could be rising water, a gas main leak, etc., while School is in session, the following procedure will be followed.

- Students will be safely transported to a safer place.
- Parents will be informed.
- Please DO NOT attempt to pick-up your child from ILM, in such cases. It is important that the ILM driveways and access roads remain open for buses. In addition, while preparing to evacuate, it is difficult to release students and keep a current and accurate school census.
- During the entire process, the students will remain under the supervision of ILM staff. Meals will be provided, as soon as possible.
- Students will only be released to parents, legal guardians, or individuals having prior approval on ILM's emergency information form.

4.2. Emergency Evacuations Practices

Prevention is the key to eliminating the conditions that may contribute to the cause of any fire or loss of life. Emergency evacuations practice is conducted routinely, to make sure students are ready for any unexpected emergency. Two fire drills must be conducted during the first two weeks of the academic year.

Prohibited Materials

The following materials is strictly prohibited for the students to carry unless a written permission is granted by the administration.

- volatile and flammable liquids
- fire-crackers
- duplicating fluids
- paints, paint thinners
- wax
- gasoline

Use of these materials is prohibited in areas where there are open flames, electrical sparks, and running motors.



5. Section V: Guidelines for Parents

5.1. Parents Teachers Association

There are various ways in which parents can get involved at ILM through the Parents Teachers Association (PTA). This Association includes all parents, and teaching faculty.

Meetings are held throughout the school year, and all community members are encouraged to attend. Lower School and Middle School parent meetings are held consistently during the year to foster communication among Homeroom Parents and the School Administration, and to provide parent support for division activities such as Fall Fun Day and the musical receptions. These meetings are also open to all parents of ILM.

5.2. Parents Teachers Conferences

Parent Teacher Meetings are organized by the ILM to give parents the opportunity to meet all the teachers and school personnel who work with their child on a day-to-day basis. Parents will be notified of the Parent Teacher Meeting one week in advance of the pre-arranged meeting.

- A tentative date of the Parent Teacher Conference will be set and included in student journals at the beginning of the academic school year.
- Parent Teacher conferences are organized to ensure that they are a positive experience for all concerned.
- Annual targets for attendance will be set and monitored.
- Parents who are unable to attend the PTC or to visit the school soon after the meeting may not get an opportunity to interact with the teachers that semester.

5.3. Visiting Classrooms

Parent classroom visitations must be arranged with the Division Heads in advance; however, they are generally not allowed for grade IX and X. Parents may leave items for their children with the ILM's office. Parents are not permitted to deliver items directly to their children in the classroom.

Please check in with the Office upon arriving at the ILM during school hours. Parents are to be issued a name tag or a visitors pass. Please wear this name tag at all times when on campus. Parents should sign in and sign out with the ILM's receptionist.

5.4. Confidentiality

Parents and students are reminded that for reasons of confidentiality and privacy, the faculty and staff only. Messages for teachers or students can be given to the office or communicated to the staff.



6. Section IV: Code of Conduct

ILM's Conduct is based on the premises that all human beings have the right to be treated with respect and dignity. Students are expected to conduct themselves at all times with courtesy and respect for one another and for the adults with whom they interact.

Principals and Teachers have authority to establish and enforce standards and rules as necessary to create orderly schools and classrooms. Students are prohibited from disrupting teaching, the orderly conduct of school activities, or any other lawful function of the school or school system.

- (a) Interfering with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus.
- (b) Failing to observe established safety rules, standards and regulations, including on the bus and in the campus.
- (c) Engaging in behavior that is immoral.
- (d) Intentional verbal or physical acts that result or have the potential to result in blocking access to school functions or facilities or preventing the convening or continuation of school-related function.

A failure in obeying officials promptly may result in one or more of the following

- (a) Parental involvement, such as conferences.
- (b) Community service
- (c) Suspension from one/some of the privileges
- (d) Long-term suspension or expulsion
- (e) Exclusion from extracurricular activities

6.1. Students Dress Code

The purpose of a policy on school uniform is to create uniformity among all students. A synthesis of contemporary research is that schools with policy on full school uniform are more likely to be high-performing academically and also less prone to high rates of bullying, exclusion, absenteeism, suspension and poor student behavior choices.



In the event of a student arriving to school, not in full uniform, a teacher or any other staff member will provide a verbal reminder of our policy and present the student with a 'Uniform Notice'.

- Male students are required to wear white shirt with green pent whereas female students are required to wear white shirt with green trouser. The certified uniform vendor can make uniforms available. The uniform samples can be made available upon special requests.
- All shirts should be clearly marked with the ILM's name.
- Students should wear black shoes and white socks only.
- Male students can wear black belts whereas female students can wear white scarf if needed.
- Visible inners can only be of white shade. No other shade is acceptable.
- Colorful hair bands, caps, hats, hair clips, colored shoes, shorts shoes, watches and other fashionable items are strictly prohibited at ILM.
- During colder months, students may wear school approved warm sweaters. Non-ILM sweaters and sweatshirts are not permitted during the school hours.

6.2. Discipline Expectations

All students of ILM have the following obligations

- To follow instructions and class rules.
- To respect everyone's right to learn and value the differences that exist among members of the community.
- To represent ILM in a positive way while involved in any on campus or off campus activity or event.
- To be truthful, as ILM values honesty at all times
- To show proper respect for
 - themselves
 - other students
 - adults
 - ILM's property
 - personal property



6.3. Anti-Bullying Policy

Bullying is defined as unwanted aggressive behavior among anyone that involves a real or perceived power imbalance.

At ILM we recognize the negative effects that bullying can have on today's adolescents. Students who are bullied can become withdrawn, depressed, angry and often do not want to attend school. At stake is nothing less than one's emotional wellbeing, to say nothing of the academic repercussions. As such, we take a very strong stand against bullying of all types: physical, verbal, cyber, or situational.

Harassment, in any form, including that based on ethnicity, race, religion, gender, or sexual orientation will not be tolerated. Students must learn to be aware of the effects of their language and conduct. For example, harassment may include: slurs, epithets or jokes at the expense of others, threats or intimidation. Sexual harassment, or harassment of any kind, will be investigated and addressed swiftly.

6.4. Integrity and Honesty

The ILM places We place being ethical above all else—because doing things right is the only path to long-term growth. Our ethics and integrity must be irreproachable.

For the ILM community, intellectual honesty within the learning process is essential. Cheating, plagiarism, and misrepresenting academic work is now allowed. Plagiarism refers to taking someone else's ideas and passing them off as your own. If students receive help from parents, tutors, or peers, the essential work and final product submitted must be recognizably their own and the assistance appropriately acknowledged.

Discussions of plagiarism and the means of avoiding the error will be conducted by the faculty throughout the year. Teachers will report all incidents of cheating and plagiarism to the Division Head.

- The following consequences will be applied for plagiarizing
- The submitted assignment or homework will be given a zero credit
- The work must be redone with no chance for credit
- The student will not be eligible for graduation
- If the student is a member of student government, he or she will be removed from that position
- The student will receive a one day in-school suspension

Students who lie or misrepresent the circumstances of their actions may face suspension or expulsion from the ILM.



6.5. Theft, Trespass and Damage to Property

Theft of money, property or damage to school or private property may result in strict actions.

Depending on the property, students or his parents may be asked to reimburse the owner for the loss.

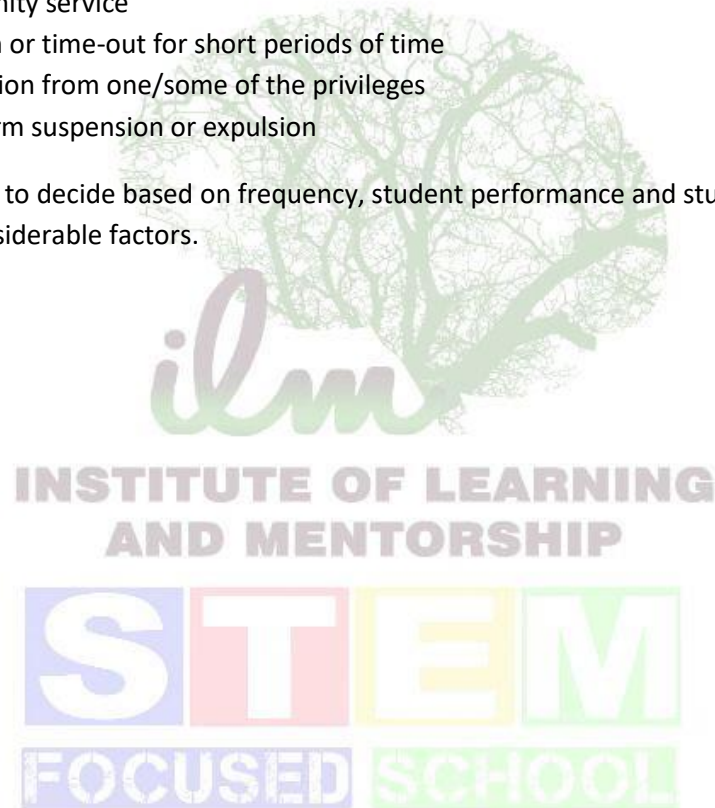
Any student who violates this policy will be removed from the classroom or school environment for as long as necessary to provide a safe and orderly environment for learning.

6.6. Consequences

All students are required to obey school policies, obey the staff officials. A failure in obeying any of those may result in one or more of the following

- a) Parental involvement, such as conferences;
- b) Community service
- c) Isolation or time-out for short periods of time
- d) Suspension from one/some of the privileges
- e) Long-term suspension or expulsion

ILM reserves the right to decide based on frequency, student performance and student behavioral history and other considerable factors.



7. Finances

7.1. Fee Structure and Fee Submissions

The following rules and regulations are applicable to the parents of all ILM students.

- Fees/dues must be paid by the date(s) mentioned in the fee voucher, by in the bank. Extra charge will be added to any payment made on campus.
- Late payment charges are applicable if fee is not received by the due date
- Fee for the months of June and July has to be paid in the month of February and April without exceptions.
- No fee is refundable nor transferrable.
- If any student is unable to pay the dues on the due date, he/she or the parent must seek the permission of the before the due date.
- Fees once paid shall not be refunded including those of migration cases.
- If the fee is not paid before the due date, the ILM has the right to make sit the students outside the classroom.
- Admissions withdraw during the school year, or any unpaid dues may result in losing the security deposit.
- For a withdrawal in the month of March, fee for the months of June and July will have to be paid. This rule will also be applicable to the outgoing classes.
- If the defaulter fails to clear the dues 90 days after the last due date, the candidate's name will be struck off from the college roll.
- One month notice in writing is required before the intended withdrawal of a pupil. Fee for one month will be payable otherwise.
- If the admission withdrawal is done during mid of the session, the security deposit will not be refunded.

ILM is dedicated to providing the highest standards of teaching as well as developing moral values, leadership qualities, and a sense of personal and community responsibility in young people. The ILM relies on the timely fee payment from our families in order to ensure quality programs at ILM.

