

- An updated Green Book submission is mandatory for both parents and students (applicable to students above 6 years of age).
- Upon receiving an official confirmation of admission from the school, parents must immediately contact the concerned school office to initiate enrollment and logistics.

3. School & Hostel Charges

Monthly institutional charges are standardized across schools and are as mentioned below:

Tibetan Students (from abroad):

- Boarding / Hostel Charges: Same charges as Tibetan children in India.
- Day School Charges: Same charges as Tibetan children in India.

Non-Tibetan Students:

- Boarding / Hostel Charges: INR 3,500.00 (Per Month).
- Day School Charges: INR 1,000.00 (Per Month).

Financial Note: Concerned parents or local guardians are also required to clear any locally applicable school contributions outside of the standardized charges listed above.

4. Visa, Legal Compliance, & FRRO Regulations

Parental & Institutional Responsibility:

- The entire process of applying for a Student Visa and adhering to subsequent immigration or renewal procedures is the sole legal responsibility of the parents or designated local guardians.
- Upon receipt of a formal request, STSS Headquarters shall issue such supporting documents as may be required by the Government of India or other competent authorities, including Society certificates and documents relating to visa issuance, extension, or other statutory requirements.

Responsibilities of the Concerned School Administration

- **Verification of Documents:** The school administration must thoroughly verify the physical copies of the required documents upon arrival.
- **Admission Confirmation Status:** Immediately upon receiving a duly filled admission application and forms from concerned parents/guardians, the concerned school must send the official admission confirmation status to the parents/guardians via email.
- **Issuance of Bonafide Certificates:** The School Head must promptly issue a signed and sealed Institutional Bonafide Certificate detailing the student's identity, nationality, and exact duration of enrollment, which the parents require for mandatory FRRO registration and their personal record as well.
- **e-FRRO Portal Upkeep (Form S & Form C):** The school office must ensure the student's profile is uploaded to the Foreign Student Information System (FSIS) portal via Form S within 24 hours of admission. Similarly, the office must ensure that the student has registered themselves with the local FRRO within 14 days of their arrival, and retain a copy of the same.

- For hostellers, the concerned school must file Form C within 24 hours of arrival to prevent statutory penalties under the Foreigners Act.
- **Reporting Status Changes:** The school administration is strictly responsible for immediately updating the e-FRRO portal and notifying STSS HQ for information if a foreign student faces prolonged absenteeism, early withdrawal, or a sudden change in residential address, etc.

Mandatory Institutional e-FRRO Compliance

To meet the statutory requirements of the Ministry of Home Affairs (Government of India), the Head of Institution and school administration must strictly comply with Bureau of Immigration (BoI) guidelines via the e-FRRO platform.

A. Form S Submission (Student Institutional Record)

- **Definition:** A statutory institutional report used to log and track foreign nationals enrolled in educational institutions across India.
- **Timeline:** The school administration must register and update the student's full data profile on the BoI's FSIS (Foreign Student Information System) module within 24 hours of formal admission or physical arrival.
- **Dynamic Updates:** Any subsequent status modifications-such as change of course, prolonged absenteeism, termination of study, course completion, or sudden departure- must be updated on the portal immediately.

B. Form C Submission (Accommodation Report)

- **Definition:** A strict legal mandate under the *Registration of Foreigners Rules, 1992*, requiring anyone hosting a foreign national to report their stay.
- **Applicability to Hostels:** For all STSS residential boarding facilities, the designated School Head acts as the official "Accommodation Provider."
- **Strict Timeline:** Form C must be submitted online via the e-FRRO portal within 24 hours of the foreign student physically arriving at the hostel.

Parents' responsibility: FRRO Registration Criteria for Foreign Students

Every student holding a foreign passport must register with the jurisdictional FRRO/FRO office **within 14 days of arrival** in India (unless explicitly exempted on their visa endorsement). The required compliance checklist includes:

- **Valid Passport & Student Visa:** A passport valid beyond the academic year and a Student Visa explicitly endorsing the respective Sambhota Tibetan school.
- **Proof of Residential Address**
 - *For Hostellers:* A copy of the school hostel's officially generated Form C acknowledgment slip.
 - *For Day Scholars:* A copy of form C duly filled in by the parent or local guardian.
- **Photographs:** Recent passport-sized color photographs.

5. Academic Grade Limits & Timeline

- **Standard Admission Ceiling:** Regular admissions under this policy are permitted up to Class / Grade VIII.
- **Academic Term:** Exact dates for the commencement and closing of academic sessions must be cross-verified annually via the official STSS website- www.sambhota.org

6. Donations, Gifts, & Integrity Policy

- **Institutional Contributions:** Any donations intended for the concerned school may be accepted only after formal review and explicit written approval from STSS HQ.
- **Individual Gifts:** Presenting gifts, favors, or financial tokens in any form to individual faculty or staff members is **strictly prohibited** to preserve institutional integrity.

7. Protected Area Permit (PAP) regulations

- All foreign nationals, students, and visiting representatives of foreign aid agencies affiliated with Sambhota Tibetan Schools Society must strictly adhere to the regulatory framework mandated by the Ministry of Home Affairs (MHA), Government of India.
- Prior permission is legally required before undertaking any visit, residency, or travel to Tibetan settlements and camps in India. Institution heads are legally bound to enforce compliance. Failure to obtain a permit before travel will result in immediate denial of access to the Tibetan settlement.
- For further information, kindly visit their website - <https://papvt.mha.gov.in/>

8. Amendment and interpretation

STSS Headquarters reserves the absolute right to interpret, update, or modify this policy at its sole discretion to ensure continuous alignment with the changing rules, laws, and regulations of the government of India. In the event of any amendment to the statutory laws, rules, or regulations of the government of India (including but not limited to Ministry of Home Affairs mandates, FRRO guidelines, PAP/ILP regulations, or visa policies), such legal changes shall supersede the provisions of this policy.

Advisory Note: As per the rules and regulations of the FRRO/FRO, Government of India, **NO** educational institution is permitted to grant formal academic admission to students holding a Tourist Visa or e-Tourist Visa. Any violation of these regulations may invite legal action against both the institution and the parents/local guardians concerned.

Therefore, parents/local guardians are strongly advised to apply for a **valid Student Visa** for their child if they intend to enroll them in an STSS school, whether for short-term or long-term study. The institution reserves the right to withhold or cancel admission if the required visa documentation is not provided in accordance with the Government of India regulations.