



AJI Cir No.26/AY-2025-2026/February

16th February 2026

S / Revised Guidelines: Confirmation of Enrolment and Procedures for AY 2026–2027

Dear Parents,

As we approach the conclusion of Academic Year 2025–2026, please note that the information below contains **revised and important updates** regarding enrolment confirmation, fee requirements, and school entry procedures for Academic Year 2026–2027.

These revisions are being highlighted to ensure clarity, transparency, and a smooth start to the new academic year. We kindly request that you read this notice carefully and take note of the updated timelines and procedures.

1. Confirmation of Enrolment for AY 2026–2027 (Revised Requirements)

To confirm your child's enrolment for the upcoming academic year, the following **revised conditions and deadlines** must be met:

- All outstanding fees for AY 2025–2026 must be fully settled on or before **1 March 2026**.
- The re-registration fee must be paid no later than **10 March 2026**.
- The first instalment for AY 2026–2027 must be paid at least **two weeks prior to the commencement of the academic year**, or as otherwise notified by the school.

Please note that the first instalment includes the April 2026 tuition fee, transport fee (if applicable), and Ministry of Education (MOE) books.

Enrolment will be considered confirmed only upon fulfilment of the above requirements.

2. Revised Categorization of Fee Defaulters

To streamline administrative processes and ensure fairness, students with unpaid dues will be categorized as follows:

Category 1: AY 2025–2026 Defaulters

- Students who have not cleared outstanding tuition and/or transport fees from the previous academic year.
- These students will not be included in class lists and will not be permitted to attend classes until all dues are fully settled.
- Re-enrolment will be subject to seat availability following complete payment and confirmation.

Category 2: AY 2026–2027 Defaulters

- Students who have not paid the first instalment for the new academic year and therefore have not confirmed enrolment.
- While their names may appear on class lists, school services will be suspended from the first day of school, including classroom attendance and school transport.



3. Revised School Entry Procedures (Effective First Day of School)

To ensure proper implementation of the updated policy, fee verification will be conducted at designated checkpoints before students are allowed to proceed to their classrooms.

a) Students Using School Transport

- Transport services will not be provided to students with outstanding dues.
- Only students with confirmed enrolment for AY 2026–2027 will be permitted to board the school bus.

b) Students Using Private Transport

- Verification checkpoints will be established at the school entrance to ensure a smooth and orderly entry for enrolled students.

c) Unaccompanied Students with Outstanding Dues

- Students who arrive without a parent and have unpaid fees will be directed to a designated holding area within the school premises.
- Parents will be contacted immediately to arrange payment or to collect their child.

We strongly advise parents not to send students to school unaccompanied unless all dues have been cleared and enrolment has been officially confirmed.

4. Student ID Cards

- Temporary ID cards for AY 2026–2027 will be issued on the first day of school only to students who have confirmed their enrolment.
- From the second day onward, presentation of a valid student ID card will be mandatory for entry to the school premises.

5. Child Protection and Student Welfare

Please be assured that all revised procedures are implemented in accordance with the school's Child Protection Policy. No student will be embarrassed or humiliated under any circumstances. The well-being, dignity, and safety of every child remain our highest priority at all times.

These revised measures are intended to ensure administrative clarity and a smooth, uninterrupted start to the academic year for all students. We sincerely appreciate your understanding, cooperation, and timely compliance.

Should you require any clarification or assistance, please contact the school office directly.

Warm regards,

AJI Administration