

## CANCELLATION OF ADMISSION AND REFUND POLICY

### **1. Documents to be submitted in the event of cancellation of admission:**

Those parents who wish to cancel the admission of their ward should give a written application for withdrawal or cancellation of admission duly signed by both the parents / whoever signed the admission form, seeking cancellation of admission.

The application for withdrawal has to be accompanied by the duly filled application for the refund of caution money along with the original caution money receipt stating the name in which the refund cheque has to be issued. The caution money deposit amount will be refunded to the applicant within 10 working days, from the receipt of the application / the last day attended by the pupil, whichever is later. If the caution money receipt is lost / misplaced, then a notarised affidavit signed by both the parents should be submitted to the school office stating that they have lost the caution money receipt. The notarised affidavit has to be made on a stamp paper of ₹500/-.

### **2. Cancellation of new admission or existing admission before 1<sup>st</sup> April of the school academic year (school academic year starts from 1st April of every calendar year):**

In case of the new admission, only the Refundable Caution Money Deposit (**without interest**) and Fee other than the Admission Fee will be refunded to those who seek cancellation of admission as admission fee once paid will not be refunded under any circumstances. The refund will be processed within 10 working days from the receipt of the duly signed withdrawal application.

**In case of the existing admission, kindly refer to the note given below.**

### **3. Cancellation of new admission or existing admission after the beginning of the Academic Year (school academic year starts from 1st April of every calendar year):**

Kindly note that the school fee paid will not be refunded.

### **4. In case, if the new admission is taken after 1<sup>st</sup> April of the academic year (school academic year starts from 1st April of every calendar year) and the parents wish to withdraw or cancel the admission of their ward, then the entire school fee paid will not be refunded.**

**Note: In the above mentioned circumstance, (i.e. Point Number 02, 03 and 04), the following procedure has to be followed:**

- The Application for withdrawal has to be made **in writing 30 days in advance**, before the actual date of withdrawal, failing which, one month's fee, (i.e. one month's Tuition Fee) has to be paid as notice fee. If the pupil has attended even one day or pupil's name is on school roll / records even for a day in the months of April or October, then the parent is liable to pay the Term Fee of that term along with the Tuition Fee. The school fee for the ongoing academic year till the date of application for withdrawal or actual date of leaving whichever is later should be cleared, even if the student has not attended the school, since the seat is occupied by the student.
- **The application for Leaving Certificate / Transfer Certificate** should be submitted to the school office mentioning the last working day of your ward and the reason for withdrawal. It should be signed by both the parents / guardian (whoever has signed the admission form).
- The application for withdrawal has to be accompanied by the duly filled application for the refundable caution money along with **the original caution money receipt** stating the name in which the refund cheque has to be issued. If the caution money receipt is lost / misplaced, then the applicant needs to submit an affidavit stating that he / she has lost the receipt. The notarised affidavit has to be made on a stamp paper of ₹500/-. The amount of refundable caution money deposit (**without interest**) will be refunded to the applicant within 15 working days, from the receipt of the application / the last day attended by the pupil, whichever is later.
- Refund of the amount of Refundable Caution Money Deposit and the School Leaving Certificate will be issued **only to those who have cleared the dues** as mentioned by the school and the parents are requested to abide by the same.
- The Cancellation and Refund Policy should be accepted and signed by both the parents / whoever signed the admission form while securing the admission.
- **The application for withdrawal of admission will not be accepted or processed during the vacation period.**

**PARENTS' UNDERTAKING**

I / We, the parents of Master / Miss \_\_\_\_\_ of \_\_\_\_\_ Grade  
\_\_\_\_\_ Division \_\_\_\_\_ have read the rules and regulations of the Cancellation of Admission and Refund  
Policy and I / we shall abide by the same.

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Guardian's Signature