PAWAR PUBLIC SCHOOL, DOMBIVALI

**(Affiliated to the Council for the Indian School Certificate Examinations (CISCE)
that conducts the Indian Certificate of Secondary Education Examination (ICSE)
and the Indian School Certificate Examination (ISC), New Delhi vide Affiliation No – MA208)**

Cancellation of Admission and Refund Policy (ISC) 2027-2029

[A] In case of cancellation of new admission on or before 4th April, 2027:

- Admission fees paid to the school will not be refunded under any circumstances.
- Those parents who wish to cancel the admission of their ward should give a written application signed by both the parents/ whoever signed the admission form, seeking cancellation of admission. The policy norms are mentioned below:
  (a) If communication in writing for withdrawal is given to the School at any time on or before 31st March, 2027, then 100% (Tuition and Term) Fee will be refunded along with Caution Money Deposit - Refundable (Except Admission Fee).
  (b) If communication in writing for withdrawal is given to the School between 1st April, 2027 and 4th April, 2027, then 50% of Tuition Fee will be refunded along with Caution Money Deposit – Refundable (Except Admission Fee and Term Fee).

[B] In case of cancellation of new admission after the academic year begins :

- If communication in writing for withdrawal is given to the School at any time on or after 5th April, 2027, then Fee will not be refunded. Only Caution Money Deposit will be refunded.
- 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 (online / offline), since the seat is occupied by the student.
- 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 tuition fee, has to be paid as notice fee. If the pupil has attended even one day in the months of April or October, then the parent is liable to pay the Term Fee for that term along with the Tuition Fee.
- Admission fee will not be refunded.
- The application for withdrawal has to be accompanied with an application for the refund of caution money signed by both the parents / whoever signed the admission form, along with the original caution money receipt stating the name in which the refund cheque has to be issued. The School Leaving Certificate and the Caution Money 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 Caution Money 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.

[C] If the original caution money receipt is lost / misplaced, then the applicant needs to submit an Indemnity Bond by paying a stamp duty of Rs. 500/- duly notarised stating that he/she has lost the receipt. Parents should contact the school to understand the process for the same.

[D] The application for withdrawal of admission will not be accepted or processed during the vacation period.

[E] The Cancellation and Refund Policy should be accepted and signed by both the parents/whoever signed the admission form while securing the admission.

We, the parents of Master / Miss _____ have read the rules and regulations of the Cancellation of Admission and Refund Policy and we shall abide by the same.

_____	_____	_____
Father's Name	Father's Signature	Date
_____	_____	_____
Mother's Name	Mother's Signature	Date