

CANCELLATION OF ADMISSION AND REFUND POLICY

1. In case of cancellation of new admission on or before 31st March, 2027:

- 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.
- Caution Money Deposit – Refundable, Term Fee and Tuition Fee will be refunded within 15 working days from the receipt of the application to those who seek cancellation of admission. Admission Fee and Non-Refundable Deposit will not be refunded.

1. In case of cancellation of new admission, after the academic year begins:

- 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. 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.
- Admission Fee and Non-Refundable Deposit will not be refunded.
- The application for withdrawal has to be accompanied with an application for the refund of Caution Money Deposit – Refundable, signed by both the parent / whoever signed the admission form, along with the original receipt of Caution Money Deposit – Refundable, stating the name in which the refund cheque has to be issued. The School Leaving Certificate and the Caution Money Deposit – Refundable 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 Deposit – Refundable 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.

2. If the receipt of Caution Money Deposit – Refundable is lost / misplaced:

- The applicant needs to submit a notarized Indemnity Bond on a stamp paper of ₹ 500/- stating that he/she has lost the receipt. Parents should contact the school to understand the process for the same.

3. Vacation period:

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

4. Acceptance of policy:

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

We have read the rules and regulations of the Cancellation of Admission and Refund Policy and we shall abide by the same.

Name of the Pupil: _____ Grade: _____

Father's Signature: _____ Mother's Signature: _____

Date: _____



Dr. Swati Naik
Principal