

# WITHDRAWAL POLICY

## New Students

- i. If the student is withdrawn or does not join before the start of the academic year i.e. 1st April, Registration and Admission fee shall be forfeited in favour of the School and balance will be refunded. Joining kit fee shall be refunded proportionately depending upon the services/items availed.
- ii. If the student joins the School and is withdrawn before 30th April, a per day fee for the duration of her stay and three month extra fee shall be charged/forfeited in the favour of the School and balance will be refunded. Registration fee, Admission fee and Joining kit fee will not be refunded in this case.
- iii. If the student is withdrawn after 30th April, (irrespective of her date of joining, i.e. before or after 30th April), the whole year fee shall be charged /forfeited in favour of the School.
- iv. In case the student is admitted in class XI/ AS Level and withdrawn before 31st May, a per day fee for the duration of her stay and three month extra fee shall be charged/forfeited in the favour of the School and balance will be refunded. Registration charges, Admission fee and Joining kit fee will not be refunded in this case. In case of withdrawal after 31st May, (irrespective of her date of joining, i.e. before or after 31st May), whole year fee shall be charged /forfeited in favour of the School.
- v. The withdrawal form in the prescribed format (available on the School website/ admission office/ admission booklet) should be filled only by the parent and be submitted to the Admission office only. The receiving date at School of original copy of duly filled and signed withdrawal form, will be treated as final date of withdrawal. No verbal/ telephonic/ e-mail intimation will be entertained.
- vi. The decision of the Principal in this respect is not open to question.

## Existing Students

- i. Before withdrawing, it is mandatory to give as long a notice as possible, with a minimum 3 months in writing (only on the prescribed format available on the School website/ admission office/ admission booklet) prior to the end of the academic year i.e. latest by 31st December.
- ii. If the withdrawal notice is given after 31st December, three months fees (of the following academic year) shall be charged extra.
- iii. In case of withdrawal any time after the commencement of the academic year i.e. 1st April, the fees for full year shall be charged/forfeited in favour of the School.
- iv. In case of class X/ IGCSE student - Before withdrawing it is mandatory to give as long a notice as possible with a minimum 3 months in writing (only on the prescribed format available on the School website/ admission office/admission booklet) prior to the end of the academic year i.e. latest by 31st December. If the withdrawal notice is given after 31st December but before 31st March, three months fees (of the following academic year) shall be charged extra. If withdrawal notice is given after 31st March but before 31st May, six months fees shall be charged. In case of withdrawal after 31st May, full year fee shall be charged/ forfeited in favour of the School.
- v. School Leaving certificate (Transfer Certificate) will be issued only after clearance of dues and payment of amount(s) in favour of the School.
- vi. The withdrawal form in the prescribed format (available on the School website/ admission office/ admission booklet) should be filled only by the parent and be submitted to the admission office only. The receiving date at School of original copy of duly filled and signed withdrawal form, will be treated as final date of withdrawal. No verbal/ telephonic/ e-mail intimation will be entertained.
- vii. The decision of the Principal in this respect is not open to question.

