

Withdrawal / Refund / Cancellation Policy & Form

- Our school reserves the Right to dismiss or ask student for withdrawal if
- The learner's best interests and needs can not be met effectively by the school's programs and services.
- The learner's behaviour is deemed to jeopardize the welfare of the school community.
- Significant information is withheld from the school
- School fees are not paid in an accordance with the school's financial regulations.

Particular	Non Refundable	Refundable
If the application of withdrawal / cancellation is received by 30 th April (for June session)	Admission & Registration Fee – 100%	Tuition & Term Fee paid (100%)
If the application of withdrawal / cancellation is received after 30 th April (for June session) KINDLY NOTE : The parents will be liable to pay Rs. 5000/- towards administrative charges, in addition to Admission & Registration Fees.	Admission & Registration Fee –100%	Tuition & Term Fee of next academic year, if paid, after adjusting the administrative charges.
If the application of withdrawal / cancellation is received after commencement of school but during 1 st term.	Admission & Registration Fee (100%) & fees for entire 1 st term of the academic year	50% of yearly Fee for academic year if paid.
KINDLY NOTE : In such cases, the parents will be liable to pay fees for entire term of the academic year in addition to Admission & Registration Fees.		
If the application of withdrawal / cancellation is received during 2 nd term.	Admission & Registration Fee (100%) & fees for entire 1 st term of the academic year	NIL
KINDLY NOTE : In such cases, the parents will be liable to pay fees for entire academic year, in addition to Admission & Registration Fees.		

- The refund will be that of the actual fees paid for that child and not on the payable fees.
- Fees once paid are refundable as per above school policies but are not transferable.
- Admission fee and Registration fee once paid to the school will not be refunded under any circumstances or for any reason whatsoever.
- The refund of any fee is subject to the refund policy prevailing at the time of seeking a refund. The school reserves the right to modify and amend refund policies at any time.
- After commencement of the academic year, whether a learner joins classes or not, and or withdraws admission or leaves the school before the end of that academic term for any reasons whatsoever, under no circumstances will the Academic Fees and other charges fees paid for CASP and ancillary services to the school be refunded.
- The LC/TC/BC will not be issued unless all the dues are cleared.
- All withdrawal and refund requests must be submitted by the parents in writing addressed to the Principal, in person. The Principal shall acknowledge the receipt of the same. Telephone or verbal messages to teachers / staff are NOT acceptable.
- No interest is paid on refund of any fees.

FORM