

Admission Withdrawal Policy
Grade XI- XII

Application Process:

- This process is effective only through **written communication** in the form of an application.
- **Telephonic messages/ Verbal communication or an email** will not be considered authentic.
- Transfer Certificate form to be filled (given from school office) and should be **duly signed by both the parents**.
- If the parent is a **single parent/** any legal case pending/ a decree etc. **submission of relevant documents** is mandatory.
- Without the appropriate documents, the school leaving certificate will not be processed.

Refund of fees:

The refund of fees will be as per the school policy mentioned below-

- In all situations, at any given point of time, if withdrawal of admission takes place there is no refund applicable, be it provisional admission or confirmed admission.
- If the student is leaving the school after the session commences for the academic year then he/she must pay full fees for the academic year.

Processing of Transfer Certificate:

- The Transfer Certificate Form once certified as '**No Dues**' from Class Teacher, Library, Accounts Office and Administration Department, is further processed for producing the 'Transfer Certificate' within **10 school office working days**.

Certain Mandates:

- Regular classes will begin from **11th April 2020**. Regular teaching will happen, and portion once taught will not be retaught.
- Admission will not be confirmed if student fails to attend the classes in the month of April.
- No negotiations will be allowed regarding school timings and number of minimum expected working days (75% as per CBSE norms) even if the student has enrolled for other after school classes.
- Switching the subjects or change of any subject will not be allowed after June 2020.
- In case a student wishes to change the section from division 2 to division1 after taking provisional admission in class XI Science , it will be done subject to vacancy, eligibility and admission chronology(after payment of admission and 1st installment fees).

Important Dates:

- Academic Session begins from 11th April 2020 for all Sections
- Summer Break for all sections begins from 1st May 2020.
- Regular classes will begin after the summer break from 8th June 2020.