THE ORCHID SCHOOL
Admission Withdrawal Policy

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.
- Written application to be given **before the due date** of school fees to the school office.
- Transfer Certificate form to be filled which is given from school office and should be **duly signed by both the parents** as signed at the time of admission.
- 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-

Condition	Refund	
	One-time Admission Fee	**Amount of Fee Instalment**
If student has not attended the school even for a day after taking admission (This is applicable for the admission taken at any time of the academic session)	50% of one-time admission fee	The fee will be refunded after deducting the TLM amount.
If student has attended even a single day after taking admission	No refund	No refund

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.**
- If the withdrawal of admission is applied **after the due date of school fees** and the student has attended the school, then the parent is liable to **pay the instalment** for the respective quarter and **late fee if applicable** and only then the withdrawal application is taken for further process.
- In case of mid-term withdrawal, if the student **has not attended the school** in the respective quarter and the withdrawal application is given after the due date then the parent will be liable to pay the fee of that quarter to process with the withdrawal.