# Admission Withdrawal Policy

## Application Process:

- This process is effective only through **written communication** in 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 One- Time Admission Fees (If applicable)

- For admissions taken before 2010, an **'Original Refundable Deposit Certificate' or the Challan receipt** as proof to be submitted along with the application.
- If the challan or Deposit Certificate has been **misplaced**, an **affidavit from a Notary** will be required on a **stamp paper** stating the same.

## 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**, but if the child has attended school even for a day of the respective quarter,the parent is liable to **pay the respective instalment** and **late fee if applicable** and only then the withdrawal application is taken for further process.

## Withdrawal Policy for admissions in the Academic year 2019-2020:

| Sr No | Condition | Option - 01 | |
| --- | --- | --- | --- |
| | | One Time Admission Fees | 1st Instalment Fee |
| 1 | If student does not attend even a single day of school | 50% Amount Refund | Full Refund |
| | | | |
| 2 | If student attends up to 6 working days | 40% Amount Refund | 50% Amount Refund (TLM amt not Refund) |
| 3 | If student attends up to 01 month as per calendar days | 30% Amount Refund | No Refund (TLM amt not Refund) |