



The Orchid School

Baner, Pune
Academic Year 2025-26

Grade XI 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.
- 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 (before or after session begins) 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 any outstanding fees of the instalments applicable for the period.

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 in April. Regular teaching will happen, and portion once taught will not be retaught.
- Admission will not be confirmed if student fails to attend the classes after school starts.
- 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.