

Parents seeking T.C. must give an application to the school office two months before the date of withdrawal.

Application for withdrawal is to be made on a prescribed proforma available in the school office. Two months notice period is required for withdrawal failing which full fees for all the months of absence will be charged along with bus fees. (If child is availing school bus facility).

In case of cancellation of admission by the parent for any reason after the beginning of the session, only the Refundable Security Deposit charges paid may be refunded. The Security Deposit may be refunded after a minimum period of 2 years only from the submission of request for cancellation. No correspondence regarding the relaxation may be made.

An application along with the receipt of Refundable Security Deposit should be submitted to the school office.

School leaving certificate and progress report shall not be issued until all dues are paid. Clearance must be ensured from the labs, library & person in charge of Sports Department before applying for withdrawal.

The School Leaving Certificate will be issued only after 15-20 days from declaration of result of subsequent assessment and after the clearance of all dues. Under no circumstances Leaving Certificate will be issued earlier than the period specified.

**Parents seeking for withdrawal in the mid of the session shall have to pay following dues**

- a. Monthly Fee: for two months
- b. Term Fees (1<sup>st</sup> & 2<sup>nd</sup>)
- c. 12 Months bus fees (If student is availing bus facility)

**School Office shall remain closed on all Sundays, Public Holidays and on 2nd Saturdays. Fees shall be accepted from 9.00 a.m. to**

**12.00 noon on all working days (i.e. Monday - Friday)**

Cheque Drop Box Facility

This facility is available after admission only.

You are requested to write following details behind the cheque before you drop the cheque in the Cheque Drop Box:

Incorrect Amount or Incorrect information may delay the process.

The Cheque Drop Box facility can be availed till 24th of first month of every quarter till 12.30 p.m. without fine. Thereafter Rs. 150/- may please be added as a late fee fine for the quarter.

Without the above information the cheque shall not be accepted in the Cheque Drop Box.

Outstation or Post-dated Cheque shall not be accepted.

In case of cheque bounce for any reason, a penalty of Rs.250/- shall be levied & total amount (Fee+ Bounce charges+ Late fee if applicable) shall be accepted through pay order at the fee counter.