

STUDENT WITHDRAWAL POLICY

Written Application Mandatory

Parents/Guardians must submit a written withdrawal application to the School Office at least 30 days in advance, clearly mentioning the reason for withdrawal.

Clearance of Dues

All pending school dues (tuition fees, transport fees, library fines, etc.) must be cleared in full before the issuance of the Transfer Certificate (TC).

Fee Refund Policy

Admission fee and registration fee are non-refundable under any circumstances. Fees once paid will not be refunded, even if the student withdraws mid-session or does not attend classes. Transport fee will be charged up to the month of withdrawal notice.

Mid-Session Withdrawal

If a student is withdrawn during the academic session, the fees for the entire quarter/term will be payable.

Transfer Certificate (TC)

The Transfer Certificate will be issued only after:

Submission of a withdrawal application

Clearance of all dues

Return of all school property (books, ID card, uniform items if applicable)

Withdrawal Without Notice

In case of withdrawal without prior notice, parents will be required to pay one month's tuition fee in lieu of notice.

Re-Admission

A student withdrawn from the school will be considered for re-admission only as a new admission, subject to seat availability and prevailing admission norms.

School's Right

The school reserves the right to withdraw a student on disciplinary, academic, or administrative grounds, following due process and intimation to parents.