



### **WITHDRAWAL PROCEDURE:**

1. For any withdrawal of a child at any time during the academic year including end of the academic year, a prior notice of full 4 calendar months is required to allow school to make proper arrangements. In case of short notice, balance Tuition fees for the balance notice period must be paid. Application for withdrawal can be submitted only by the parents or official guardian of the student.
  2. The notice of withdrawal is not deemed to be given until a written request from parent has been received and acknowledged by the admission office staff. Withdrawal formalities will be completed on return of school property and any pending payment of dues.
  3. Upon withdrawal the school will issue a Transfer certificate (TC) which will serve as a formal confirmation of withdrawal from school. In case of any amount for Tuition or transport or meal is outstanding the Transfer Certificate (TC) will be issued only on completion of outstanding payment.
  4. Withdrawal notice can be taken back at any time during the notice period or before collection of TC.
  5. For withdrawal of any services (Transport/ Meal) at any time of the year including end of the academic year a prior notice of 2 months is required. In case of short notice, balance Food / Transport fees for the notice must be paid. If payment of Transport or meal fee is outstanding at any time for more than 10 days, the service will be discontinued till payment is done for outstanding amount.
  6. Any withdrawal notice received (Tuition fee or Transport /meal) on or before 15<sup>th</sup> of a month will be counted as full month notice whereas if received after 15<sup>th</sup> will be counted only from next month.
- The above policy is at Management Discretion and can be amended any time.
  - Any deviations from policy requires prior approval from Management.