



Refund Policy

REFUND / WITHDRAWAL POLICY

1. Cancellation of admission of a newly admitted child is permitted before the starting of the academic session. In such cases, admission fee will be forfeited and Tuition, Transportation and Special fee will be refunded. Insurance fees will be refunded in case payment has been made. The School books fees will be refunded only if the School books have not been issued. This only applies if there are ample seats available.
2. For withdrawal of a newly admitted child after commencement of the academic session, full term fee dues (tuition, special fees and transport fees) will have to be paid.
3. If a student has attended even a single day of an academic session and wishes to withdraw; tuition fees, special fees and transportation fees for that full term will have to be paid.
4. A Leaving Certificate will be issued only after settling complete term fee. This includes tuition fee, special fees and transportation fee).
5. If a student has not been attending the class (without informing the Principal or the Registrar in writing) for more than 30 days, his/her name would be struck off from the school records and he/she would be considered as a student who left our school. If he/she comes back to attend the class later, he/she has to go through the admission procedure all over again and also will solely depend upon the seat availability.
6. If payment of tuition/transport fees is not made by the due date, the school will wait for a maximum of 30 days. If the fee has not been received, then the student's name will be put on hold in the Ministry of Education and Higher Education System until the fees are settled. Until such time the student shall not be issued with the leaving certificate which may also result in the student's status shown as "blocked" in the system and the student may not be able to travel abroad or get transferred into another school.
7. When applying for long leave, it should be ensured that the Tuition and Transport fees for that particular term(s) have already been paid. If a student applies for long leave at the end of a term, then fees for the following term should be paid in advance. Otherwise, his/her name would be struck off the school records after 30 days from the due date for payment.
8. Leaving Certificate from our school will not be issued at the time of leaving if the following documents have not been submitted at the time of admission or within one month from the date of admission.
 - o Original transfer certificate from the previous school (compulsory for students of grade 2 upwards)
 - o Photocopy of relevant pages of the Student's passport (Personal details section, Resident Permit and names of the parents are a must)
9. If a student has stopped attending the class at the time of submitting the Leaving Certificate application form, Leaving Certificate will be issued only after 10 days from the last attendance date or from date of receipt of Leaving Certificate Application form, whichever is later.

OR

10. If a student has been attending the class at the time of submission of Leaving Certificate application form, Leaving Certificate will be issued only after 10 days from the last attendance date.

11. You may authorize someone else to collect the Leaving Certificate as long as there is a written confirmation from the parents with the Passport/RP details of both student and parent. The Leaving Certificate will be given to the authorized person after proper verification of documents by the accounts team and the registrar.

12. In the event of cancellation or withdrawing the following documents should be submitted to the registrar.

- o If the Child is going to another school, the vacancy letter from that particular school.
- o If the Parent is migrating, an Official cancellation letter from their respective work places needs to be submitted.

13. If notice of cancellation is not provided in writing at least prior to 30 days, no fees will be refundable

14. School Book fees, Registration Fees, Seat Reservation Fees, and Assessment Fees are not refundable under any circumstances

15. The School management reserves the right to make any exceptions to the refund policy at their discretion.

Parent name:

Child name:

Signature of Parent:

Date: