



RULES FOR CANCELLATION OF ADMISSION

- Before school reopens, those parents who wish to cancel the admission of their ward should give a written application signed by both the parents/ whoever signed the admission form, seeking cancellation of admission.
- Fees other than the Caution Money Deposit will not be refunded to those who seek cancellation of admission.
- The application for withdrawal has to be accompanied by an application for the refund of caution money along with the original caution money receipt stating the name in which the refund cheque has to be issued.
- The caution money deposit amount will be refunded to the applicant within 30 days, from the receipt of the application.
- Any request for withdrawal received after the school reopens will only be accepted after the payment of the instalment due, during that period irrespective of whether the ward has attended school or not.
- On fulfilling all the above criteria the students leaving the school will receive -
 - **Preschool - Nursery, Lower K.G. & Upper K.G.** students will receive the original Birth Certificate on leaving the school.
 - **Primary & Secondary - Std. 1 to Std. 10** students will receive the School Leaving/ Transfer Certificate on leaving the school.

***Birth / Leaving Certificate will not be issued / returned unless the pending dues for the previous year (if any) and the current year are cleared in full.