

WITHDRAWAL

1. The Withdrawal notice should be given in writing a month in advance/or one month fee by the person responsible for the pupil and not by pupil himself/herself. Those who apply for Transfer Certificate after reopening of the school are required to pay up to the current terms fee regardless of whether or not the child has attended the school.
2. Transfer or withdrawal certificate are not issued until all dues of the school are settled.
3. Students can be asked to leave the school on the following grounds:
 - a) Disciplinary.
 - b) Unsatisfactory progress in the academics.
 - c) Detention in any class in the academic year.
 - d) If the school authority disallows the continuity of the students, the question to pay fees for the next month does not arise.
 - e) If parents hide/do not sufficiently disclose the serious ailment of their child at the time of admission.
4. A student can also be asked by the school to be withdrawn on academic or disciplinary grounds including submission of false information to the school at the time of admission. Disciplinary action may even involve rustication. The Principal's decision in such matters is final.
5. Misbehavior on the part of parents/guardians with any member of the school staff may also lead to rustication of the student from the school.
6. The management acting through the Principal reserves the right of discontinuing the students for any reason and any time, if deemed unsatisfactory from the school (without assigning any reason).

WITHDRAWAL FROM BUS FACILITY

For withdrawing a child for any reason, parents are to give one month's notice or one month's fee in lieu. Bus facility will be withdrawn if Bus fee is not paid by 15th of every month. Facility once withdrawn will not be restored. A student who fails to deposit fee on time will not be allowed to use the Bus facility from 6th day onwards. If it happens to be a working day. However, cases on non-payment due to extraordinary circumstances may be considered for restoration not later than a maximum of 10 days as grace period and only after payment of outstanding dues together with fine and restoration charges of Rs. 100/-.