



## Withdrawal Policy

### PROCEDURE FOR WITHDRAWAL / APPLICATION FOR TC/LC

1. One calendar months' notice is to be given by the parents/guardian in writing before withdrawal of a student.
2. If a parent of newly admitted student/s intends to withdraw his/her ward before the completion of his/her first academic year, he/she is liable to pay the complete fee prescribed for the whole academic year.
3. If a parent wants to withdraw his/her child from the school after the completion of one complete academic year, he/she has to submit an application for the same in the **prescribed format latest by 01st March, failing which, the 1st half yearly fee for the next academic session will be charged.** If such withdrawal falls on or before 30 September, he/she is liable to pay the first half yearly fees in full and after 30th September, the fee for the whole academic year is to be paid in full.
4. School Leaving Certificate will be issued only after the clearance of all dues (Account, Transport, Library, Labs and School store etc.)
  1. A Fee of Rs. 300/- will be charged for a duplicate TC and a Fee of Rs 500/- will be charged for triplicate T.C. and this will be issued only three days after the receipt of the withdrawal form duly signed by the Student/Guardian.
  2. An application is to be given one month in advance if any assessment report is required in case of mid-term withdrawal.
  3. In case of admission/ withdrawal anytime during the session, the school fees for that particular quarter will be settled/not to be refunded as the case may be.
  4. Transfer Certificates will not be issued until all dues of the school are settled.
  5. Those who apply for TC and intend to leave the school before the start of a new academic session will have to pay all dues up to March.
  6. As per CBSE guidelines, TC will be published online and parent can view the TC on school's official website.

WITH REGARDS

PIS FAMILY