

### **Cancellation, Security Refund and Transfer Certificate Policy**

Once the admission process is complete, no fee refunds will be issued to the student, except for the refundable security deposit.

For those wishing to withdraw their child from the school, a written application for withdrawal must be submitted.

The issuance of the Transfer Certificate will be subject to the clearance of all outstanding dues (including Tuition and Transport fees, if applicable). The Transfer Certificate will be provided within four days of the request, and any refundable security deposit will be cleared within one month. Refunds for security deposits will be made via cheque, which can be collected from the school office. The final decision rests with the school management.

1. **Early Withdrawal:** If a student leaves the school before the end of the term, full-term fees will remain payable. Fees will not be refunded or adjusted under any circumstances.
2. **Mid-Session Admission:** For students admitted mid-session, full fees for the session must be paid along with the admission charges. No partial payments will be accepted.
3. **Additional Expenses:** Parents may also incur costs through approved vendors for items such as uniforms, books, notebooks, school bags, shoes, transport, extra-curricular activity fees, educational trips, excursions.