

## **Withdrawal & Refund Policy**

**Step 1** Parents are required to submit an application for the withdrawal of their ward via email to Director@chd.banyantree.in, with a copy marked to the respective class teacher. In case of transfer, parents are required to submit a copy of the transfer order.

**Step 2** - The Admin. office of the school will schedule an appointment with the Director/Principal for the exit interview.

**Step 3** After the exist interview, the school office will verify the student's attendance and the fees paid by the student. The verification process will take not more than 5 working days.

**Step 4** The Transfer Certificate will be issued within seven working days of the request for withdrawal subject to clearance of all pending dues.

### **Refund Policy**

#### **Details of Deduction from Various Fee Heads**

(a) Tuition fee – Deductions will be done on a pro-rata basis. In case the application for withdrawal is submitted before the 5th of the month, fee will be charged up to the corresponding month only. In case the withdrawal is applied for after the 5th of the month, the fee for the next month will be deducted. Those who leave the school in the month of May, must pay the fee for the month of June.

(b) Annual and Development fee - Annual and development fee will be deducted for the entire corresponding quarter irrespective of the month from which the withdrawal is applied for.

(C) Security Amount/ Caution Money 100% of security amount to be refunded at the time of leaving the school in all withdrawal cases provided all previous dues have been cleared.

(d) Admission Fee- If application for withdrawal of admission is submitted before the commencement of academic session, 50% of admission charges to be refunded. If the application for withdrawal of admission is submitted after the commencement of academic session, there should be no refund of admission fee.

(e) The refund (if any), process will be completed within 15 working days of the receipt of the application for a refund from the student's parent or guardian.

**This policy is subjected to periodic review and may be updated as necessary.**