

### WITHDRAWAL AND REFUND RULES

(Effective for withdrawals during the Academic Year 2010-2011 & after)  
(For the information of and confirmation by the Parent)

#### WITHDRAWAL NOTIFICATIONS:

A parent wishing to withdraw his/her child from the school at the end of an Academic Year must make a written request of this intention and collect an acknowledgement of the same from the school authorities. Parents are required to give a written notification of their intention of withdrawal before 31<sup>st</sup> January.

In case of delays, the following Withdrawal Charges shall be charged to the parent:

Request made on & Acknowledged	Withdrawal Charges (Indians/NRIs etc)	Withdrawal Charges (Foreigners)
Before 31 <sup>st</sup> January	NIL	NIL
Between 1 <sup>st</sup> Feb & 15 <sup>th</sup> March	Rs.10,000	USD 500
Between 16 <sup>th</sup> March & 15 <sup>th</sup> April	Rs.20,000	USD 1000
Between 16 <sup>th</sup> April & 15 <sup>th</sup> May	Rs.40,000	USD 2000
16 <sup>th</sup> May or thereafter	The Full Year's Fee	The Full Year's Fee

The parent must pay the school fee for the full academic year if:

- the withdrawal is during an Academic year
- the student does not report back to the school as per the schedule or is not willing to continue in the school
- a student is expelled from the school

#### REFUND OF CAUTION DEPOSIT AND SETTLEMENT OF FINANCIAL ACCOUNTS:

Caution Deposits are refunded, after adjusting any dues payable to the school, 30 days after receipt of the Letter of Withdrawal or on the subsequent 15<sup>th</sup> of May, whichever is later. This applies to all students, existing and or newly admitted.

The accounts of students appearing for Board Examinations will be settled 15 days after receipt of the relevant qualification certificates from the Board.

Parents should not request the School to adjust the Caution Deposit against the School Fee payable.

Parents are advised not to approach intermediaries or make special requests to relax the Withdrawal and Refund Rules.

Signature & Date of Signing by the Parent in Acceptance of the Terms of these Rules		Date
Name of the Parent		
Name of the Student		
Roll No. of the Student		

For PSI use only

Date Recd:		Tick (/) if a copy is given to the Parent:		PSI Official Signature	
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