

## **DELHI PUBLIC SCHOOL NEWTOWN**

### **WITHDRAWAL POLICY FOR STUDENTS**

1. Transfer Certificate, will be issued only on submission of the withdrawal form, available at the school website, signed by the parent/s, at least one month before the last date of attending school.
2. The new destination and the reason for leaving, is to be mentioned in application.
3. School fees up to the notice period(refer to the point no. 1 above) will have to be paid including bus fees. In case of mid-session withdrawal once a student starts attending classes, the Annual Maintenance Charges for the whole year has to be paid in full. If the notice period covers two successive calendar months, Education fees for both the months need to be paid.
4. If a student has not attended any class during the session the security deposit of the student will be forfeited if the letter of withdrawal is submitted to the school in the second or subsequent quarters
5. T. C. will not be issued unless all the dues of the school are settled. Security deposit will be refunded only after adjustment of dues.
6. If Security Deposit remains unpaid/unclaimed till the end of the following academic year, the same will stand forfeited automatically.
7. A withdrawal request can only be reversed if an application, cancelling the earlier one, is submitted within 20 days from the date of submission of withdrawal/transfer certificate form.
8. Reversal of withdrawal request after such period, as stated in point no. 8, entails fresh admission.

9. For an application where a student intends to continue attending classes, TC will be issued post the last date of attendance of the student in school.
10. If issuance of TC is required immediately for admission of a child to some other institution and once the TC application is processed, the clause 7 will not be applicable for such application.