SWARNIM INTERNATIONAL SCHOOL

RULES CONCERNING WITHDRAWAL

- A month's notice must be mailed at frontdesk@siskol.edu.in. before withdrawing a child from the school or a quarter's fees must be paid in lieu of notice. Otherwise, the Caution Deposit will not be refunded.
- A Transfer certificate (T.C) application form must be signed by both parents/official guardians and submitted to school. No Transfer certificate (T.C) application will be entertained during vacations (Summer, Puja, Winter).
- This form is available at the school office and on the website. (Telephone/E-mail messages are NOT acceptable)
- For the refund of caution deposit, original documents issued at the time of admission will have to be produced as evidence of payment to the school office. If the original documents have been misplaced, an ***affidavit from a Notary*** will be required on a ***stamp paper*** stating the same.
- A Transfer Certificates will be issued after all the dues of the school are settled.
- A minimum period of 15 days after the last day of attendance at school will be required to issue the Transfer Certificate and refund of security deposit, provided all dues are paid.
- Refund of Caution deposit (Refundable) must be claimed within a year of the date of withdrawal of the child from the school.
- Once paid, fee is non-transferable/non-adjustable/non-refundable under any circumstances.
- The School reserves the right to modify and amend the refund policies at any time.