

# PAWAR PUBLIC SCHOOL, DOMBIVALI

(Affiliated to the Council for the Indian School Certificate Examinations (CISCE)  
that conducts the Indian Certificate of Secondary Education Examination (ICSE)  
and the Indian School Certificate Examination (ISC), New Delhi vide Affiliation No – MA208)

## Cancellation of Admission and Refund Policy (ISC) 2024-2026

- Admission Fees paid to the school will not be refunded under any circumstances.
- Those parents who wish to cancel the admission of their ward should give a written application signed by both the parents/ whoever signed the admission form, seeking cancellation of admission. The policy norms are mentioned below:
  - a) If communication in writing for withdrawal is given to the School at any time on or before 31<sup>st</sup> March, 2024, then 100% Fee will be refunded (Except Admission Fee).
  - b) If communication in writing for withdrawal is given to the School between 1<sup>st</sup> April, 2024 and 6<sup>th</sup> April, 2024, then 50% Fee will be refunded (Except Admission Fee).
  - c) If communication in writing for withdrawal is given to the School at any time on or after 7<sup>th</sup> April, 2024, then fee will not be refunded.
- The school fee for the on-going academic year should be cleared, even if the student has not attended the school, since the seat is occupied by the student. If the pupil has attended even one day in the months of April or October, then the parent is liable to pay the Term Fee for that term along with the Tuition Fee.
- The application for withdrawal has to be accompanied with an application for the refund of caution money signed by both the parents / whoever signed the admission form, along with the original caution money receipt stating the name in which the refund cheque has to be issued. The School Leaving Certificate and the Caution Money will be refunded to the applicant within 10 working days, from the receipt of the application /the last day attended by the pupil, whichever is later.
- Refund of Caution Money and the School Leaving Certificate will be issued only to those who have cleared the dues as mentioned by the school and the parents are requested to abide by the same.
- If the caution money receipt is lost / misplaced, then the applicant needs to submit an Indemnity Bond by paying a stamp duty of Rs.500/- duly notarised stating that he/she has lost the receipt. Parents should contact the school to understand the process for the same.
- The application for withdrawal of admission will not be accepted or processed during the vacation period.
- The Cancellation and Refund Policy should be accepted and signed by both the parents/whoever signed the admission form while securing the admission.

We, the parents of Master / Miss \_\_\_\_\_ have read the rules and regulations of the Cancellation of Admission and Refund Policy and we shall abide by the same.

\_\_\_\_\_  
Father's Name

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Name

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Date