

WITHDRAWAL POLICY FOR ADONI PUBLIC SCHOOL

1. One clear calendar months' notice in writing or a month's fees in lieu of such notice must be given before a pupil can be withdrawn.
2. If a child, who is newly admitted into the school, is withdrawn before the beginning of the academic session, admission amount will be forfeited from the amount deposited at the time of admission.
3. If a parent has to withdraw his/her ward within three months from the commencement of new session (April to June) then only a percentage of the annual charges will be refunded.
4. Those who leave the school in May are bound to pay the fees for the month of June so as to complete the 1st quarter payment.
5. The excess payment received through technical or other reasons will be refunded only after due verification and/ or within 30 days after receipt of written complaint by the parent/ student.
6. Transfer certificates are issued after one month from the date of application for withdrawal. Transfer Certificates are not issued until all dues of the school are settled.
7. Students can be asked to leave the school on the following grounds:
 - a. Disciplinary.
 - b. Unsatisfactory progress in academics.
 - c. Detention or repeated detentions in a class. As a rule, only those students will be retained on the roll of this school who can take the school leaving examination and are under 18 years of age.
8. A student who fails twice in the same class will not be permitted to continue his/her studies in the school especially if he/she is below average in that class or is overage.

Where a withdrawal takes place due to the above reasons, the question of charging a month's fee in lieu of notice does not arise.