



# Children's Academy

## Group of Schools

### Cancellation and withdrawal

#### Application for leaving certificate

- ❁ Parent/Guardian applying for a leaving certificate must submit the online application form available on e-campus.
- ❁ If the leaving certificate is applied for after the start of the academic year, three calendar months' notice is to be given before the withdrawal. Failing three calendar months' notice, three additional month's fee will be charged.
- ❁ If the child does not complete the academic session and the parent wishes to withdraw admission from February onwards, the fee for the last quarter (Quarter IV) will be collected
- ❁ Leaving certificates will be issued only to those who have paid the fee.
- ❁ No fee will be charged for leaving certificate if applied for within two (2) years from the date of leaving the school. Fee of 25/- will be charged for the duplicate copy of leaving certificate.
- ❁ Duplicate School leaving certificates will be issued only after producing an affidavit sworn in front of a magistrate, however, the Principal's decision in this matter will be final.

#### Cancellation of new admission and refund policy

- ❁ In case of cancellation of new admission, before the academic year begins, one month School fee and the Admission fee will be deducted from the amount paid by the parent and the balance will be refunded within 15 days of receiving such application.