



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.



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Privacy Policy

We maintain full privacy of your personal information shared with us. We never misuse any of your personal information. Our privacy policy is as given below:

- ✿ Collection and Sharing of parent information:
 - We collect information from you only after you agree to provide it. Any information you give us is held with care and security.
 - We may collect your title, name, gender, email address, postal address, telephone number, mobile number, fax number, payment details or bank account details. All this information is processed securely for your protection.
 - You undertake to treat the personal access data to the site confidentially and not make it available to unauthorized third parties.
 - Under no circumstances do we rent, trade or share your personal information that we have collected with any other company for their marketing purposes without your consent. We reserve the right to communicate your personal information to any third party that makes a legally-compliant request for its disclosure.