



# Children's Academy

## Group of Schools

### **Admission Cancellation and Withdrawal**

- ★ Parents/Guardians applying for a leaving certificate must submit the online application available on e-campus.
- ★ If the leaving certificate is applied 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 months' 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 the leaving certificate if applied for within two (2) years from the date of leaving the school. Fee of ₹40/- will be charged for the duplicate copy of the 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.
- ★ In case of cancellation of a 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.
- ★ Parents who wish to discontinue their wards education in the following Academic Year must apply for the leaving certificate on the school app before March 15.
- ★ Please note that the 1st quarter fee for the following Academic Year will be charged if the leaving certificate is applied for after March 15.
- ★ The issuance of the Leaving Certificate is subject to completion of all formalities and will be processed within 15-21 working days from the date of application.

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