

# WITHDRAWAL RULES

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1. Transfer Certificate (TC) will be issued only on submission of a written application in the format available in accounts department of school. Duly filled application form can either be submitted physically or emailed on delhipublicschool.bijnor@gmail.com
2. Normally, application for TC should be submitted by 31st March for not continuing in the next academic year, unless the reason for seeking withdrawal is not known on the said date.
3. In case the student withdraws from the school in the middle of year, fees (including transport fees) will be paid as follows:
  - a. If application for TC is received by the school in first month of the quarter, viz April, July, October or January, fees (including transport fees) will be payable for that month.
  - b. If application is received after first month of the quarter, viz. any month other than April, July, October or January, full fees (including transport fees) will be payable for the said quarter.
4. Fees mentioned in Point 3(a) can be waived off if the following two conditions are fulfilled: (a) Application is submitted within 7 days of the starting of the quarter; and (b) Child has not attended the school for even a single day during that month. No such waiver will be given if the case falls under Point 3(b).
5. If Transfer Certificate application is submitted after 07 October, Annual Miscellaneous Charges/any other name given to such annual payment, shall be paid in full.
6. Subject to point 4, fees (including transport fees) are due and payable even if the child has not attended the school. The date for calculation of payable fees (including transport fees) is the date when prescribed application for Transfer Certificate is received by school and not the last date of attendance of the student.
7. Security amount, being non-interest bearing, can be forfeited/adjusted if the fees (including transport fees) is not paid. In case the due fees (including transport fees) exceed the security amount, school can take legal action for recovery of dues.
8. Security amount will be deposited in bank account given in TC application within 7 days of the collection of original physical TC from school.
9. Transfer Certificate will not be issued unless all the dues of the school are cleared.
10. Transfer Certificate will not be issued unless the original Transfer Certificate of previous school where the child has studied has been submitted.
11. On a special request, scan of Transfer Certificate can be emailed by the school. However, original hard copy of the Transfer Certificate has to be collected from school campus only.
12. Student can be asked to leave the school on following grounds:
  - a. Disciplinary
  - b. Unsatisfactory progress in scholastic and co-scholastic areas.
  - c. A child failing twice in the same class will not be permitted to continue his/her studies in the school.
  - d. Default in payment of fees (including transport fees) despite repeated reminders.
  - e. Student is absent from school for continuous 30 days without any prior information.