



S.D. INTERNATIONAL SCHOOL

A Unit of Shri S.D. Education Society (Regd.)

Sector-6, Panipat, Haryana- 132103

WITHDRAWAL POLICY

1. Notification of Withdrawal

School must be notified through a written document at least three months in advance of the intended withdrawal date. This allows us to prepare the necessary documentation and finalize document records. Otherwise, three months fee will be charged, and the school leaving certificate will be issued only after the completion of the aforesaid formalities.

2. The Withdrawal Request Form must be completed and submitted to the school office. This form is available at the school's administration office.

3. Clearance – Before withdrawal, the student must complete the following clearance processes:

- Return all school-owned materials, textbooks, and library books.
- Settle any outstanding financial obligations. (tuition fees, library dues, etc.)
- Return school i-card and Parent card.
- Attend an exit interview with the school counsellor or designated staff member.

4. Academic Record – Upon receipt of the withdrawal request form and completion of the clearance process, the school will provide the following documents.

- Transfer Certificate
- Progress Report

5. Refund of Caution Money – The caution money will be forfeited if the student remains absent without sanctioned leaves continuously for 20 days in total during one academic year.

The claim for refund of caution money can be made within 90 days of the withdrawal of the student from the school. The amount would be refunded only at the end of the academic year.

- **Withdrawal Guidelines for New Students**
- If the student is withdrawn before the beginning of the Academic year (April 1st), registration and Admission fees shall be forfeited in favour of the school.
- If the student joins the school and is withdrawn before 30th April, the one-month fee, Registration Fee, and Admission Fee shall be forfeited in favour of the school.
- After 30th April, a complete quarter's fee shall be charged in favour of the school. Registration fee and admission fee will not be refunded in this case.

Withdrawal Form

Date:- _____

Principal

S. D. International School

Sector-6, Huda

Panipat

Dear Madam/Sir,

My ward Miss/Master _____ Admission No. _____

is studying in class _____ Session _____ at

Your School.

1. I wish to withdraw him/her from S.D. International school due to the following reasons.
2. I understand that I have to clear all dues of the school before collecting him/her from the school.
3. I request you to issue him/her Transfer Certificate after I have cleared his/her dues.
4. To refund the security deposit and the imprest balance, if any Bank details are as follows:

(Name of the beneficiary should be parents/ legal guardian only)

(i) Name of the beneficiary :- _____

(ii) Address of the beneficiary :- _____

(iii) Bank Account no :- _____

(iv) IFSC Code :- _____

(v) Mobile no :- _____

Thanking you

Yours faithfully

(Parent's/ Legal Guardian's Signature)

Address :-

Mobile no:-