**Withdrawal Process**

Parents are requested to give as long a notice as possible of intended withdrawal, with a minimum of 3 months, failing which 3 months’ fees are forfeited/charged in lieu of notice. Students who wish to withdraw after writing the IGCSE, AS/A Level Board Examinations are charged School Fees till end March PROVIDED the letter of withdrawal is received by the 1st of January of that year. If the letter of withdrawal is received after 1st January, the student has to pay three months full fees from the date of receipt of application for withdrawal. The decision of the Principal in this respect is not open to questions.

Any student wishing to withdraw from IGCSE or AS/A Level after 30th September would be charged Fees for One Full Academic Term that is October to March.

The School fully reserves the right of Admission and its decision in the matter is final and binding and cannot be questioned.

The School reserves the right to change its Admissions’ procedure/policy from time to time without notice.