



REFUND POLICY ON WITHDRAWAL

Depending upon the time of the session during which a withdrawal application is received by the School, a student may or may not be entitled to refund of fees under various heads, in the following manner:

I. Before the commencement of the session in school

The security deposit, annual fee, tuition fee to the extent paid and transport fee (if applicable) to the extent paid will be refunded along with PDC submitted towards the Second part of the Admission Fee. The first part of the Admission Fee will not be refunded under any circumstances.

II. After the commencement of the session in school, but before the 30th of June

The security deposit, annual fee after deducting pro-rated annual fee for the first quarter, tuition fee after deducting the fee **up to the month in which application for withdrawal is received or the date of class last attended by the student; whichever is later;** *<there shall be no part refund for the remaining days of the month(s)>* and transport fee (if applicable) in a similar way as tuition fee, will be refunded. The PDC submitted towards the second part of Admission Fee will also be refunded. The First part of Admission Fee will not be refunded under any circumstances.

III. After 30th June, but before the annual fee for the subsequent academic session has been paid

The security deposit, annual fee after deducting pro-rated annual fee for the quarter(s) during which the application for withdrawal is received *<there shall be no part refund for the remaining month(s) and day(s) of the quarter, subsequent to the date of withdrawal application>*, tuition fee received **up to the month in which application for withdrawal is received or the date of class last attended by the student; whichever is later;** *<there shall be no part refund for the remaining month(s) and day(s) of the quarter>* and transport fee (if applicable) in a similar way as tuition fee, will be refunded. The First and Second part of Admission Fee (which falls due for payment on 1st July of the first session) will not be refunded.

IV. In the last quarter, beginning in January, after having paid the annual fee for the subsequent session and the tuition fee for the last quarter but before the commencement of the subsequent session.

For the student who has not appeared in the final examination, the security deposit, annual fee paid in advance for the subsequent session, tuition fee for the last quarter beginning in January after deducting the tuition fee **up to the month in which application for withdrawal is received or the date of class last attended by the student; whichever is later;** *<there shall be no part refund for the remaining month(s) and days of the month(s)>* and transport fee (if applicable) in a similar way as tuition fee, will be refunded. The First and Second part of Admission Fee will not be refunded.

For a student who has been assessed for the final term examination, the security deposit and the annual fee paid in advance for the subsequent session shall be refunded. The First and Second part of Admission fee and no part of tuition fee and transport fee will be refunded.

V. Any time after the commencement of the second academic session

The security deposit, pro-rated annual fee for the quarter(s) **up to the quarter in which application for withdrawal is received or the class last attended by the student; whichever is later;** *<there shall be no part refund for the remaining month(s) and day(s) of the quarter>* paid in advance for the second session, shall be refunded. The tuition fee after deducting the tuition fee up-to the month in which the application has been received (there shall be no part refund for the remaining days of the month) and transport fee (if applicable) in a similar way as tuition fee will also be refunded.

VI. Other key points to be taken note of are as under:

- Refund of Security Deposit is subject to deductions on account of dues, fine, non-submission of RFID card, Library fine, loss of locker key, damage of school property etc. if applicable.
- All advance or excess payments made, over and above what is contemplated herein above, shall also be refunded.
- Notice of discontinuation of transport services should be served at least one month in advance. The notice for discontinuation should be submitted within the 3rd day of a month; any date subsequent to which would carry the period of notice forward till the end of the month following the month of submission of application of withdrawal.

- Requests for withdrawal/ cancellation of admission of students and refund, shall be made in writing, addressed to the Principal. The same can either be submitted at the School's Reception Desk or e-mailed to principal@ntskolkata.org with a copy to admissions@ntskolkata.org by any of the parents or legal guardian of the student. The request should contain the following particulars of the student:
 - a. Enrolment No
 - b. Class
 - c. Section
 - d. Last day of attending school
 - e. Reason for withdrawal
 - f. Preferred mode of refund, along with preferred payee name (parent or legal guardian only), account number, bank name, branch name, IFSC code, as the case may be
- Upon receiving a request for withdrawal/collection of admission of a student, a confirmation call shall be made to the parent and / or legal guardian, following which the parents and/or legal guardians would be requested to handover RFID Card, Escort Card, Locker key, (if applicable), Library Book, (if applicable) and/or any other property of the school in possession of the student. On the receipt of the above articles, the Transfer Certificate of the concerned student shall be processed. The Transfer Certificate can be collected by the parent or legal guardian in person or through an authorized representative, accompanied by a letter of authorization to that effect. Alternatively, on written request of the parent or legal guardian, the Transfer Certificate shall be posted to the address mentioned in such request.
- All withdrawal/ cancellation of admission requests and refund requests shall generally be processed within 15 working days from the date of receipt of such request.
- Provision for re-admission will remain valid for one academic session only; that is, in the case when a student seeks admission in the academic session which follows immediately after the session in which he/she had withdrawn from the School. In such cases a 50% concession shall be granted in the admission fee, as applicable during the period of re-admission. All other fee shall be payable as per the existing slab prevailing at the time of admission. For all other cases, re-admission shall be treated as fresh admission.