



MANAV RACHNA INTERNATIONAL SCHOOLS Fee Refund and Withdrawal Policy

Issue Date: June -2023

Branch Applicable: All Branches of MRIS

Purpose: Policy on FEE Refund in case of New Admission, existing students' withdrawal in the mid/end of session 2024-25.

Scope : It will apply to all Manav Rachna International Schools.

Responsibility: Principals, Headmistress, Department Heads, Admin officer, Accounts Officer.

Process Approach: Fee Refund policy will be applicable to all Manav Rachna International School students as per the given criteria.

1. In Case of New Admissions for a New session

Fees deposited ~~at the~~ at the time of admission and subsequently withdrawal is initiated **before the start of the session**, parents shall be required to make an application in the prescribed form to the Head of School regarding the refund of security deposit and composite fee.

- a) Admission ^{Fees} shall be non-refundable.
- b) Security Deposit, Composite Fees will be refunded, if paid.

2. In Case of Mid-Session Withdrawal

- a) Application for withdrawal shall be in the prescribed format and submitted to the School Office **one month before** the date of withdrawal.
 - i. Admission Fees Shall be non-refundable;
 - ii. For the student who has paid the full quarter fee, the fee is to be charged up to the end of the month, the student has attended classes and remaining proportionate fees for the quarter to be refunded along with security deposit

Note:

- i. Security Deposit shall be refunded without interest, after adjustment of dues, if any, on withdrawal from the school. Security deposit is adjustable against damage to, or loss of, library books, laboratory equipment, technology facilities and other equipment or assets of the school.
- ii. The refund shall be made within 3 months from the date of receiving the withdrawal application and submission of all relevant documents.
- iii. The school shall send the refund cheques after proper verification and checking for onward delivery to the applicant.
- iv. TC shall be issued to the student only after all dues are paid.