

RULES CONCERNING COLLECTION OF WARD(S) DURING THE SCHOOL HOURS

1. First of all, it is not at all desirable to collect the ward from the school during the school hours for whatsoever the reason may be.
2. A child can be collected from the school during the school hours either by the parents/guardian or through an authorized escort only on a genuine medical emergency case. The application for such purpose must contain the details of the escort duly attested by the concerned parent/guardian in this almanac, too.

WITHDRAWAL

A Transfer Certificate is issued only when the:

- * Written withdrawal notice from the Parent is received by the school.
- * Requisite fee, along with other dues, if any, is deposited by the applicant.
- * Processing Time for preparation of Transfer Certificate: 72 hrs (3 working days) from the date of receipt of written application.

Grounds on which school can ask for withdrawal of Student

1. Gross Indiscipline.
2. Un-satisfactory progress in studies
3. More than one year's detention in the same class.
4. Non-payment of fee for a quarter by the end of the following month.
5. Shortage of attendance by 15% during the academic year.