

STUDENTS EXIT PROTOCOL

The "Students Exit Protocol" outlines the procedures and requirements for parents or guardians who intend to withdraw their child from the school. Here's a summary of the key points in the protocol:

1. **Notification of Intent to Withdraw:** Parents or guardians of existing students must provide written notification of their intent to withdraw their child from the school. This notification should be submitted at least 30 days prior to the desired withdrawal date.
 2. **Meeting with School Principal:** After receiving the withdrawal notification, the school will schedule a meeting with the parents or guardians to discuss the reasons for the withdrawal and to provide any necessary information or assistance.
 3. **Return of School Property:** As part of the departure process, a prescribed clearance form must be completed by the student or their parents/guardians. This form certifies that all borrowed school property, such as library books, sports equipment, lab manuals, lab equipment, art and craft materials, and any other school property, has been returned. Failure to return these items may result in additional fines or penalties as outlined in the school's policy.
 4. **School Fee Payment Policy for Transfer Certificate Procurement:** To obtain a transfer certificate from the school, parents/guardians must fulfill their financial obligation by paying all outstanding school fees.
 5. **Exit Interview:** The school may offer an optional exit interview to gather feedback from parents or guardians regarding their experience at the school. This feedback is used to improve services and address any concerns or suggestions.
 6. **Refund of Fee:** The refund policy for new students who have completed admission formalities but not joined the school and for those who have joined the school is as follows:
 - For those who haven't joined, registration charges/admission fees are non-refundable, while annual charges, school fees, and cafeteria charges will be charged for the first quarter only.
 - For those who have joined, registration charges/admission fees are non-refundable, while annual charges, school fees, and cafeteria charges will be charged for the entire session.
 7. **Pertinent Information of Children:** Parents of new admissions are required to provide written information to the school regarding any chronic diseases or allergies their child may suffer from.
- Please note that it is essential to follow these procedures and timelines to avoid any disruptions in the withdrawal process and to ensure a smooth transition for the departing student.