



G D GOENKA PUBLIC SCHOOL

STUDENTS EXIT PROTOCOL

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.

Meeting with the School Principal:

Upon receiving the 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.

Return of School Property:

As part of the departure process, a clearance form prescribed by the school must be completed by the student or their parents/guardians, certifying that all borrowed school property has been returned. This includes but is not limited to, library books, sports equipment, lab manuals, lab equipment, art and craft materials, and any other school property in the possession of the student. Failure to return these items may result in additional fines or penalties as outlined in the school's policy.

School Fee Payment Policy for Transfer Certificate Procurement:

In order to obtain a transfer certificate from the school, it is mandatory for parents/guardians to fulfil the financial obligation by paying all outstanding school fees.

Exit Interview:

As part of the withdrawal process, the school may offer an optional exit interview to gather feedback from parents or guardians regarding their experience at the school. This feedback will be used to continuously improve our services and address any concerns or suggestions.

Please note that obtaining a transfer certificate may be contingent upon satisfying these requirements, and students/parents are encouraged to adhere to the timeline provided to avoid any disruption in the departure process.

Refund of Fee: New students who have completed admission formalities but have not joined the school:

Registration charges and admission fees are non-refundable, whereas annual charges, school fees, and cafeteria charges will be charged for the first quarter only.

New students who have completed admission formalities and joined the school:

Registration charges / admission fees are non-refundable, whereas annual charges, school fees / cafeteria charges will be charged for the entire session

PERTINENT INFORMATION OF CHILDREN

The parents of all new admissions are required to give in writing to the school about any chronic disease or allergies the child suffers from.