

Fee Refund and Cancellation Policy for St. Mary's Public School

At St. Mary's Public School, we strive to ensure clarity and fairness in our financial policies to support both students and parents. This document outlines the fee refund and cancellation policy applicable for various scenarios.

1. Admission Cancellation

If admission is canceled within one month after the start of the academic session, One month tuition fee will be retained, while other fees will be refunded.

2. Withdrawal During the Academic Year

If a student withdraws in the middle of the term, fees will be refunded for the remaining months of the academic session, excluding any non-refundable charges. Any advance payments for extracurricular activities or transportation will be refunded based on the actual usage up to the date of withdrawal.

3. Refund for Special Circumstances

In the case of medical emergencies or other significant and documented reasons, the school management may consider a partial refund beyond the standard policy.

4. Refund Processing Timeline

Approved refunds will be processed within 15-30 working days from the date of receipt of the withdrawal application and required documentation.

5. Non-Refundable Fees

- Admission fee
- Registration charges
- Fees related to learning materials and uniforms once provided

6. Important Notes

All refund and cancellation requests must be submitted in writing to the school administration with relevant supporting documents.

The school reserves the right to amend the refund and cancellation policy at any time, with prior notification to stakeholders.

This policy ensures a fair and transparent approach to handling fee and cancellation-related matters while maintaining the school's commitment to providing quality education.