

TRANSFERS & WITHDRAWAL:

If a student is to be transferred to another school, the school must be notified at least three months prior to the transfer. A parent or legal guardian must give an official withdrawal application in the school office and take an inward copy duly signed by the Principal/Coordinator. In case the Parent does not get a copy inward from the authorized official, the withdrawal will not be considered by the school. The withdrawal application must be given to school on or before December 15; failing to do so the parent will be charged fee as per the rules of the Academy.

The transfer certificate will be given to the parent only after all financial obligations are completed in the school and a No Dues form has been signed from all departments.