

## WITHDRAWAL POLICY

### NEW STUDENTS

- If the student is withdrawn or does not join before the start of the Academic Year, i.e., 1<sup>st</sup> April in case of CBSE and 1<sup>st</sup> July in case of AS & A Level, Registration, Admission and Establishment Fee shall be forfeited in favour of the School and balance will be refunded.
  - If the student joins the School and is withdrawn before 30<sup>th</sup> April, a per day fees for the duration of his/her stay and three month extra fee shall be charged/forfeited in the favour of the School and balance will be refunded. Registration Fee, Admission Fee and Establishment Fee will not be refunded.
  - If the student is withdrawn after 30<sup>th</sup> April, (irrespective of his/her date of joining, i.e., before or after 30<sup>th</sup> April), the whole year's fee shall be charged / forfeited in favour of the School.
  - In case the student is admitted in Class AS/A Level and withdrawn before 31<sup>st</sup> July, a per day fees for the duration of his/her stay and three month extra fee shall be charged/forfeited in the favour of the school and balance will be refunded. Registration charges, Admission Fee and Establishment Fee will not be refunded in this case. In case of withdrawal after 31<sup>st</sup> July, (irrespective of his/her date of joining, i.e., before or after 31<sup>st</sup> July), whole year's fee shall be charged /forfeited in favour of the school.
- The Withdrawal Form in the prescribed format (available on the school website/admission office/admission booklet) should be filled only by the parent and be submitted to the Principal's Office only. The receiving date (at School) of original copy of duly filled and signed withdrawal form, will be treated as final date of withdrawal. No verbal/ telephonic/ e-mail intimation will be entertained.
  - The decision of the Principal in this respect is final.

### EXISTING STUDENTS

- Notice for withdrawal should be submitted to the Principal's Office (only in the prescribed format available on the School website/admission office/admission booklet) prior to the end of the Academic Year i.e., latest by 31<sup>st</sup> December in case of CBSE & IGCSE students and in the case of AS/A level students by 31<sup>st</sup> March.
  - If the withdrawal notice is given after the above mentioned dates for withdrawal, three months fees shall be charged extra.
  - In case of withdrawal any time after the commencement of the Academic Year i.e., 1<sup>st</sup> April in the case of CBSE & IGCSE and 1<sup>st</sup> July in case of AS/A Level, the fees for full year shall be charged/forfeited in favour of the School.
- School Leaving Certificate (Transfer Certificate) will be issued only after clearance of all dues of the School.
  - The Withdrawal Form in the prescribed format (available on the School website/admission office/admission booklet) should be filled only by the parent and be submitted to the Admission Office only. The receiving date (at School) of original copy of duly filled and signed withdrawal form will be treated as final date of withdrawal. No verbal/ telephonic/ e-mail intimation will be entertained.
  - The decision of the Principal in this respect is final.

## SECURITY REFUND POLICY

- Security deposit is refundable without any interest, on demand, once the student leaves the School.
  - Any arrears in the account of the student will be adjusted from the security deposit.
  - Security deposit is non-transferable/ non-adjustable to any other student account.
- Security deposit will be refunded only after the completion of the annual audit, i.e., after 31<sup>st</sup> October.
  - No mid-year applications will be entertained for security refund under any circumstances.

All disputes are subject to the exclusive jurisdiction of Courts of Dehradun only.



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## FEE DETAILS (2017-18)

(A) ONE TIME PAYMENT (ONLY AT THE TIME OF ADMISSION)							
Sl. No.	Particulars of Fees	Indian Rupees					International Students - US \$
		Class 3 to 5	Class 6 to 8	Class 9 to 12	IGCSE (Class 9 & 10)	AS & A Level (Class 11 & 12)	Class 3 to 12
1.	Registration (Non-refundable, to be deposited with Registration Form)	15,000	15,000	15,000	15,000	15,000	500
2.	Admission (Non-refundable)	1,00,000	1,00,000	1,00,000	1,00,000	1,00,000	1,500
3.	Establishment Fee (Non-refundable)	20,000	20,000	20,000	20,000	20,000	500
4.	Security Deposit (Refundable without Interest)	1,00,000	1,00,000	1,00,000	1,00,000	1,00,000	1,800
<b>TOTAL (A)</b>		<b>2,35,000</b>	<b>2,35,000</b>	<b>2,35,000</b>	<b>2,35,000</b>	<b>2,35,000</b>	<b>4,300</b>

(B) ANNUAL FEE								
Sl. No.	Particulars of Fees	Indian Rupees					International Students - US \$	
		Class 3 to 5	Class 6 to 8	Class 9 to 12	IGCSE (Class 9 & 10)	AS & A Level (Class 11 & 12)	Class 3 to 8	Class 9 to 12
1.	Boarding	3,55,300	3,90,000	4,22,000	4,28,000	4,28,000	7,800	8,300
2.	Tuition	1,03,700	1,46,000	1,63,000	2,13,000	2,13,000	2,000	2,500
<b>TOTAL (B)</b>		<b>4,59,000</b>	<b>5,36,000</b>	<b>5,85,000</b>	<b>6,41,000</b>	<b>6,41,000</b>	<b>9,800</b>	<b>10,800</b>

(C) STUDENT'S PERSONAL IMPREST ACCOUNT		
1.	INDIAN STUDENTS (to be paid with the 1st installment)	INR 75,000
2.	INTERNATIONAL STUDENTS (to be paid with the 1st installment)	US \$ 1,500

Student's Personal Imprest Account is for his/her Personal Expenses as per the list given below. A minimum balance of Rs.10,000/- must be maintained at any given point of time during the year. Imprest Deposit must be replenished as and when demanded by the School.

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| <p><b>A. Uniform</b></p> <p><b>B. Textbooks</b></p> <p><b>C. Stationery</b></p> <p><b>D. Quilts/Blankets</b></p> <p><b>E. Educational Tour / Field Trips</b></p> <p><b>F. Adventure Camp / Treks</b></p> <p><b>G. Personal requirements viz. toiletries, repair to personal belongings, etc.</b></p> <p><b>H. Sports Kit</b></p> | <p><b>I. Medical requirements through referrals</b></p> <p><b>J. Telephone/Photocopy</b></p> <p><b>K. Academic activities outside of the standard curriculum</b></p> <p><b>L. Escort charges for students travelling home for vacation and otherwise</b></p> <p><b>M. Drop/pickup to/from airport or railway station, etc.</b></p> <p><b>N. Examination Fee paid to respective Boards</b></p> <p><b>O. Any other expenses, not specifically included above</b></p> |
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BANK DETAILS		
<b>Bank Name:</b> Punjab National Bank	<b>Kāsiga School Bank A/C Number:</b> 0110002100067448	
<b>Branch:</b> Arhat Bazar, Dehra Dun 248001, Uttarakhand, India	<b>Kāsiga School Hostel Division A/C Number:</b> 0110002100067970	
<b>Branch Code:</b> 0110	<b>RTGS Code:</b> PUNB0011000	<b>SWIFT Code:</b> PUN BIN BBDPR

MODE OF PAYMENT	
<b>School Fees are payable in either of the following ways:</b>	
<p>1. In Cash, at the School Office or any branch of Punjab National Bank, with deposit slips issued by the School. Parents must call on +91 9917480017 or email accountsmanager@kasigaschool.com, after depositing the fee.</p>	<p>2. Annual Tuition Fee to be deposited in Kāsiga School Bank A/c and the rest in Kāsiga School Hostel Division A/c.</p> <p>3. The Parents can also deposit the fee through Demand Drafts/ Cheques (RTGS ONLY), payable in Dehra Dun, in favour of "Kāsiga School" for Tuition Fee and "Kāsiga School Hostel Division" for rest of the fee.</p>

**NOTE:** Cheques returned for non-payment on any account shall invite an immediate penalty of Rs. 2,000/- .

FEE PAYMENT PLAN		
A discount of 2% may be availed on the Annual Boarding and Annual Tuition Fee, when the full year's fee is paid by 15th January (in the case of CBSE & IGCSE students) and 15th April (in the case of AS/A Level students). The School Fee has to be paid for the entire year, however, the School has given a facility to Parents to pay the Fee for the entire year in two installments, as mentioned below:		
<b>A) CBSE &amp; IGCSE- CLASS IX</b>		
<b>Particulars</b>	<b>Term I</b>	<b>Term II</b>
Period	April - September	October - March
Fee due on	15 <sup>th</sup> January	1 <sup>st</sup> July
Last date for intimating withdrawal, entitling non-payment of fee for the next Academic Year beginning 1 <sup>st</sup> April	31 <sup>st</sup> December	N/A

B) IGCSE - CLASS X/AS/A LEVEL				
<b>Particulars</b>	<b>Term I (IGCSE X)</b>	<b>Term II (IGCSE X)</b>	<b>Term I (AS /A Level)</b>	<b>Term II (AS /A Level)</b>
Period	April-September	October-June*	July-December	January-June
Fee due on	15 <sup>th</sup> January	1 <sup>st</sup> July	15 <sup>th</sup> April	1 <sup>st</sup> October
Last date for intimating withdrawal entitling non-payment of fee for the next Academic Year beginning 1 <sup>st</sup> April	31 <sup>st</sup> December	N/A	31 <sup>st</sup> March	N/A

\*This includes an extra 3 months period (April-June), for which the student will be billed separately in the month of December.

FEE RULES	
<p>a. The Fee amounts are subject to revision, as advised by the School and Management, from time to time.</p> <p>b. Parents are requested to pay the Fee before the due date. Payment after the due date shall entail a fine of 2% per month on the amount of arrears. Non-payment of dues and fine within 3 months from the due date, shall entail a further fine of 4% per month and may lead to child's name being struck off the Rolls of the School. The decision of the Principal will be final in such cases.</p>	<p>c. Once the student has been accepted for admission, all payments are to be made immediately to confirm the admission.</p> <p>d. The submission of 'Application for Registration' Form and Registration Fee does not guarantee admission.</p> <p>e. A sibling discount of 10% on Annual Boarding and Tuition Fee is granted to the younger sibling, as long as an elder sibling is a student of Kāsiga School. The discount will be applicable only if the fee is paid within the stipulated period.</p>