

## **RULES CONCERNING ABSENCE AND WITHDRAWAL**

1. A student who is on unauthorised leave on absence continuously for more than Seven days at the time without any intimation is liable to be struck off the rolls,
2. A student returning to school after suffering from an infectious or contagious disease should produce a doctor's certificate permitting him/ her to attend school and certifying that the child has observed the required period of quarantine before returning to class.

### **WITHDRAWALS**

3. A parent desirous of withdrawing his ward from school should give one month's notice in advance or pay one month fee in lieu there of.
4. Fee once deposited shall not be refunded.

### **PAYMENT OF SCHOOL DUES SCHEDULE OF PAYMENT**

1. The fee should be paid by the 15th of following months as per details:

<b>MONTHS</b>	<b>TUTION FEE</b>
April (1st - 15th)	3 Months
July (1st - 15th)	3 Months
October (1st - 15th)	3 Months
January (1st - 15th)	3 Months

2. Late Fee will be charged Rs. 10/-per days after last date till the 15th of the following month.