



Withdrawal Procedure and Policy

(Effective 1st August 2016)

The following is the withdrawal procedure and policy at Lancers International School to be implemented with effect from 1st August, 2016.

1. The request for withdrawal shall be filled in a prescribed form available at the school reception, through the school's website or may be obtained via mail from one of the school facilitators.
2. All requests for withdrawal of students are to reach the school by the following dates for each of the financial quarters as below:

| <u>Quarters</u> | <u>Last date for submitting withdrawal notice</u> |
|--|--|
| Quarter 1 – 1st August to 31st October | 31 st August |
| Quarter 2 – 1st November to 31st January | 30 th November |
| Quarter 3 – 1st February to 30th April | 28 th February |
| Quarter 4 – 1st May to 31st July | 10 th May |

3. After applying for withdrawal **before** the mentioned dates, the student can continue to attend school until the last date of that quarter.
4. Refundable deposits; including the security amount; shall be fully refundable only if the notice for withdrawal is submitted as per the dates above.
5. The refund of security deposit will be processed within 180 days. Most importantly, the process will start after the last day of the student in the school and not from the day of submitting the withdrawal request.
6. Only after clearing the school dues, official school records and required transfer certificates will be released after 7 days from the last day of student in school.