



## CANCELLATION OF ADMISSION AND REFUND POLICY

A formal request for cancellation of admission must be submitted ONLY through an email addressed to [frontdesk@brps.edu.in](mailto:frontdesk@brps.edu.in)

- Requests for cancellation through any other modes will not be accepted/entertained or acknowledged.
- Till such a time a formal request is received from the parents for the cancellation, the child will continue to be active on the school rolls and therefore the fees up to that quarter will be liable and due to the school. Please refer table below.
- For mid-session cancellations, the date of receipt of a formal cancellation request will be considered as the date of withdrawal of admission, unless a specific date is mentioned in the communication.
- This date will be considered for determining the liable fees and therefore the refund, if applicable.

**A complete refund of school and transport fees for a quarter will be processed only if a minimum of 15 days' prior notice is given, and the child has not attended school /availed transport even once during that quarter.**

Cancellations for the end of the session, meaning when admission is not being continued for the upcoming academic year, will be processed on the last working day of the current session, typically on 31st March.

- Parents are advised to download the report card as soon as it is published, if the admission is cancelled, the ERP cannot be accessed.
- The Transfer certificate will be generated after due clearance from all concerned departments.
- Parents will be required to visit the school, with a prior appointment, to collect the Transfer Certificate and sign on the General Register. It will take 5-7 working days to issue the TC.

Sr. No	DATE OF RECEIPT OF CANCELLATION REQUEST	FEES PAYABLE FOR (SCHOOL AND TRANSPORT)
1	1 <sup>st</sup> April to 30 <sup>th</sup> June	1 <sup>st</sup> Installment
2	1 <sup>st</sup> July to 30 <sup>th</sup> September	1 <sup>st</sup> and 2 <sup>nd</sup> Installment
3	1 <sup>st</sup> October to 31 <sup>st</sup> December	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> installment
4	Post 1 <sup>st</sup> January	The complete year's fees

**Please share your bank details in the request for cancellation to enable the school to process the refund, if applicable**



## POLICY FOR CANCELLATION OF NEW ADMISSIONS

- A formal request for cancellation of admission must be submitted **ONLY** through an email addressed to [frontdesk@brps.edu.in](mailto:frontdesk@brps.edu.in) in at least 15 working days in advance
- Requests for cancellation through any other modes will not be accepted or entertained.
- Refunds will be made as per the cancellation policy given below: -

DATE OF CANCELLATION	REFUND APPLICABLE
<ul style="list-style-type: none"><li>• For requests received before the date of start of the academic session and communicated at least 15 days in advance.</li></ul>	<ul style="list-style-type: none"><li>• Non-Refundable component of the Administrative Charges will not be refunded under any circumstances. School and transport fees will be refunded, if paid.</li></ul>
<ul style="list-style-type: none"><li>• For requests received on / after the beginning of academic session.</li></ul>	<ul style="list-style-type: none"><li>• Non-Refundable component of the Administrative Charges will not be refunded under any circumstances.</li><li>• School and transport fees for the quarter will not be refunded if child has attended school even for a single day.</li></ul>

**Please share your bank details in the request for cancellation to enable the school to process the refund, if applicable.**