



Children's Academy

Group of Schools

Admission Cancellation and Withdrawal

Application for leaving certificate

- ✿ Parent/Guardian applying for a leaving certificate must submit the online application form available on e-campus.
- ✿ Parents who wish to discontinue their wards education in the following Academic Year, must apply for the leaving certificate on the school app before March 15.
- ✿ Please note that the 1st quarter fee for the following Academic Year will be charged if the leaving certificate is applied after March 15.
- ✿ If the leaving certificate is applied for after the start of the academic year, three calendar months' notice is to be given before the withdrawal. Failing which, three additional month's fee will be charged.
- ✿ If the child does not complete the academic session and the parent wishes to withdraw admission from February onwards, the fee for the last quarter (Quarter IV) will be collected
- ✿ Leaving certificates will be issued only to those who have paid the fees
- ✿ No fee will be charged for leaving the certificate if applied for within two (2) years from the date of leaving the school. Fee of 25/- will be charged for the duplicate copy of the leaving certificate.
- ✿ Duplicate School leaving certificates will be issued only after producing an affidavit sworn in front of a magistrate, however, the Principal's decision in this matter will be final.
- ✿ **In case of cancellation of a new admission** before the academic year begins, one month School fee and the Admission fee will be deducted from the amount paid by the parent and the balance will be refunded within 15 days of receiving such application