Empowering Every Learner   School Code: 72202

Affiliation No. 2134223

S.P. INTERNATIONAL SCHOOL

SARKI , KERAKAT JAUNPUR

Affiliated to Central Board of Secondary Education, New Delhi

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FEE REFUND POLICY

1. General Policy

- The school fee is charged for academic and administrative services and is **non-transferable**.
- Fee once paid is generally **non-refundable**, except under specific conditions mentioned below.

2. Admission Fee

- **Admission/Registration Fee is strictly non-refundable** under all circumstances, as it covers administrative and processing expenses.

3. Refund in Case of Withdrawal

If a student withdraws admission, refund (if any) shall be governed by the following rules:

Time of Withdrawal	Refund Eligibility
Before start of academic session	Tuition fee may be refunded after deduction of admission/registration charges
Within 15 days of session start	Partial refund of tuition fee after deduction of one month's fee
After 15 days of session start	**No refund** shall be made
Mid-session withdrawal	**No refund** for remaining months

4. Special Circumstances

- Refund may be considered **only in exceptional cases** such as:
  o Transfer of parents due to government/service reasons
  o Serious medical issues (supported by valid documents)
- Such cases will be decided **solely by the School Management**, and their decision shall be final.

5. Transport & Other Fees

- **Transport, Activity, Examination, and Annual Charges are non-refundable** once the session begins.
- Transport fee is charged monthly; one month's notice is mandatory for discontinuation.

6. Mode & Timeline of Refund

- Approved refunds (if any) will be processed **within 30 working days.**
- Refund shall be made **only through bank transfer or cheque** in the name of the parent/guardian.

7. Authority Clause

- The school reserves the **right to amend or modify this policy** at any time in the interest of the institution and students.

Principal

PRINCIPAL

S.P. INTERNATIONAL SCHOOL

SARKI, KERAKAT,JAUNPUR (U.P.)