

## Fee Refund Policy

for

**A.B.M. SR. SEC. SCHOOL THAKURDWARA**

(Nursery to Class XII)

### 1. Purpose

This Fee Refund Policy is designed to ensure transparency and fairness regarding the refund of school fees in cases of admission withdrawal, transfer, or cancellation for students from Nursery to Class XII.

### 2. General Rules

1. Admission fees and registration charges are non-refundable.
2. Refunds, if applicable, will be processed only after submission of a written application by the parent/guardian.
3. Refunds will be made through bank transfer or cheque within 30 working days after approval.
4. Any dues payable to the school will be deducted before processing the refund.

### 3. Documents Required for Refund: Parents/guardians must submit:

- Written refund application,
- Fee payment receipts,
- Bank account details,
- Copy of student ID/admission number,
- Supporting documents (if applicable).

### 4. Non-Refundable Charges

The following charges are strictly non-refundable:

- Registration Fee
- Admission Fee
- Prospectus Fee
- Examination Fee

### 5. Policy Amendments

The school reserves the right to amend or revise this policy at any time. Any changes will be communicated through official school channels.