### **Website Policies**

#### **Terms & Conditions**

- Welcome to Central Academy English Medium School, Maihar.
- By accessing this website, you agree to be bound by the following terms and conditions. If you do not agree with any part of these terms, please do not use our website.
- The content of the pages of this website is for general information and use only.
- Information is subject to change without notice.
- Unauthorized use of this website may give rise to a claim for damages and/or be a criminal offence.
- All fees and services provided are subject to the school's approval and policies.
- Any dispute arising out of the use of this website shall be subject to the jurisdiction of courts in Maihar, Madhya Pradesh.

# **Privacy Policy**

- We respect your privacy and are committed to protecting your personal information.
- We collect basic personal data (name, contact details, student information) only for school-related purposes.
- Your data is not shared with third parties except where required by law or for payment processing.
- We use secure systems to store and process your information.
- Users may request to update or delete their data by contacting the school office.

## **Refund Policy**

- Fees once paid are generally non-refundable, except in cases of double payment or system error.
- Requests for refund must be submitted in writing to the school administration within 7 working days of payment.
- Refunds, if approved, will be processed through the original payment method within 10-15 working days.
- Transaction fees charged during the payment are usually not refunded

## **Cancellation Policy**

- Fee payments made through the website cannot be canceled once the transaction is completed.
- If a transaction is made in error (e.g., wrong amount, duplicate payment), please contact the school office immediately.
- Cancellation of admission will be subject to the school's academic policies.

# **Pricing Policy**

- The school fee structure is decided and published by the school management.
- All prices (tuition, admission, activity fees, etc.) are clearly listed and communicated to parents.
- The school reserves the right to revise the fee structure annually with prior notice.
- Any additional charges (e.g., late fees, examination fees) will be notified in advance.