



PLAY SCHOOL & ACTIVITY CENTRE
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Fee Refund Policy

Purpose: The purpose of this policy is to outline the conditions and procedures for refunding school fees in circumstances where a student withdraws or discontinues their enrollment.

Eligibility for Refund: Refunds will only be considered under the following circumstances:

- Withdrawal of enrollment before the commencement of the academic term.
- Withdrawal of enrollment due to documented medical reasons that prevent the student from attending classes.
- Circumstances deemed exceptional by the school administration.

Refund Process:

a. Notification:

- Parents or guardians must notify the school administration in writing of their intention to withdraw the student from enrollment.
- In case of medical reasons, supporting documentation from a certified medical professional must be provided.

b. Review and Approval:

- The school administration will review the request for refund based on the provided documentation and circumstances.
- Refunds are subject to approval by the school administration.

c. Calculation of Refund:

- Refunds will be calculated based on the percentage of the academic term remaining at the time of withdrawal.
- Non-refundable fees and administrative charges may be deducted from the total amount.

d. Refund Disbursement:

- Approved refunds will be disbursed within **30 days** from the date of approval.
- Refunds will be issued in the same form as the original payment method.

Non-Refundable Fees: Certain fees are non-refundable and will not be included in the refund amount. These may include, but are not limited to:

- Registration fees
- Material fees
- Admission fees
- Tuition fees*

Appeals: If a refund request is denied, parents or guardians have the right to appeal the decision. Appeals must be made in writing and submitted to the school administration within **15 days** from the date of the refund denial notification. The decision of the appeals committee will be final.

Amendment of Policy: The school reserves the right to amend this refund policy at any time without prior notice. Any changes to the policy will be communicated to parents or guardians in a timely manner.

Contact Information: For inquiries regarding the school fee refund policy or to initiate a refund request, please call us on **+91 8393059367** or email at **info@navoditnoida.com**

Note: This policy is subject to the laws and regulations of the governing jurisdiction and may vary based on local requirements. Parents or guardians are advised to review this policy carefully and seek clarification from the school administration if needed.