



Withdrawal Procedure and Policy

(Effective 1st August 2016)

The following is the withdrawal procedure and policy at Lancers International School to be implemented with effect from 1st August, 2016.

1. The request for withdrawal shall be filled in a prescribed form available at the school reception, through the school's website or may be obtained via mail from one of the school facilitators.
2. All requests for withdrawal of students are to reach the school by the following dates for each of the financial quarters as below:

<u>Quarters</u>	<u>Last date for submitting withdrawal notice</u>
Quarter 1 – 1st August to 31st October	31 st August
Quarter 2 – 1st November to 31st January	30 ^t ^h November
Quarter 3 – 1st February to 30th April	28 th February
Quarter 4 – 1st May to 31st July	10 th May

3. After applying for withdrawal **before** the mentioned dates, the student can continue to attend school until the last date of that quarter.
4. Refundable deposits; including the security amount; shall be fully refundable only if the notice for withdrawal is submitted as per the dates above.
5. Official school records and required transfer certificates will be released after 7 days from the last day of student in school.

Accounts Department
Lancers International School