

TPS Fee Refund Policy

Aim. To ensure a transparent, fair and hassle-free fee refund process, committed to resolving any refund-related issue in a timely and professional manner in consonance with the various regulatory provisions on the subject.

Applicability. For withdrawal cases

Details of Deduction from Various Fee Heads

Admission Fee- If application for withdrawal of admission is submitted before the commencement of academic session, 50% of admission charges to be refunded. If the application for withdrawal of admission is submitted after the commencement of academic session, there should be no refund of admission fee.

Annual fee- If application for withdrawal of admission is submitted within seven days of confirmation of admission then only 50% of annual fee to be refunded.

Tuition & TPT Fee- In case the application for withdrawal is submitted before the 15th of the month, fee will be charged up to the corresponding month only. In case the withdrawal is applied for after the 15th of the month, the fee for the next month will be deducted.

Procedure

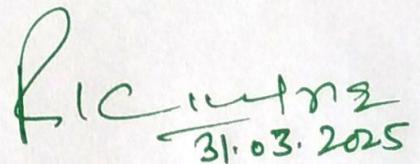
The student's parent or guardian must submit a written request for a refund of the fee to the school's administration office. The request should clearly state the reason for the refund and include all necessary supporting documents.

(b) Upon receipt of the request, the school office will verify the student's attendance and the fees paid by the student. The verification process will take no more than 7 working days.

(c) The office will then prepare a refund calculation based on the school's fee refund policy and process it for sanction.

(e) The refund process will be completed within 15 working days of the receipt of the application for a refund from the student's parent or guardian.

(f) The policy shall be reviewed periodically and as and when required.


31.03.2025

Signature of Principal

Principal

Tripta Public School

Chalwara (Jawali) Kangra