

St. Edward's School, Shimla
Nursery Admission 2025
Withdrawal and Refund Policy



1. St. Edward's School is a Religious Unaided Minority Christian Institution as recognized by the Secretary, National Commission for Minority Educational Institution vide letter No.F.No.1384 of 2006/13564, dated 20/10/2006.
2. The school follows its own Admission and Withdrawal policy. The policy is subject to revision from time to time as decided by the Governing body.
3. If the parent has not completed the admission process on the due date, the admission is deemed cancelled.
4. After depositing the full fee for the admission of a child, if any parent chooses to withdraw the child from the school within three months from the date of admission, the request for refund will be considered.
5. The table for percentage of refund of fees is as given below:

Sr. No.	Percentage of Refund	Point of time
1	90%	on/before 15 December 2024
2	80%	on/before 15 January 2025
3	50%	on/before 15 February 2025
3	00%	after 15 February 2025

6. Tuition fee and other fees will be applicable as per the norms from 01 March 2025 onwards. All dues will have to be settled before applying for the Transfer Certificate.
7. Only a written request will be considered. The written request has to be submitted in the school office in person or through registered/ordinary post. Any request for withdrawal through an email will not be considered.

J. K. Singh
11/11/2024

PRINCIPAL
ST. EDWARD'S SCHOOL
SHIMLA-171001 (H.P.)