

CAUTION MONEY DEPOSIT : TERMS AND CONDITIONS

1. This deposit shall be treated as accepted only after encashment of the cheque and confirmation of admission of the pupil concerned.
2. This Deposit is non-interest-bearing and is fully refundable on application when the pupil passes out from Class X/XII or on earlier withdrawal of the pupil from the School.
3. This deposit shall be refunded only when an application is made by the guardian, who has signed the admission form or his/her authorised representative, giving the full particulars of the concerned pupil and the reasons for claiming the refund. In case no claim is received within a period of three years from the date the student leaves the School, the deposit is liable to be forfeited.
4. Such application is to be submitted to the School office, during working hours on any weekday excepting holidays, along with the following :
 - a. The Caution Money Deposit Card/Receipt in original.
 - b. Evidence, in original, of all fees and other charges paid till date.
 - c. A Letter of Authority, if the refund is to be collected by any person other than the applicant, duly attested.
 - d. An Indemnity Bond, if the Caution Money Deposit Card/Receipt has been lost.
5. Prior to making such application for refund, all dues to the School including regular fees and notice fees must be deposited and cleared in full and the evidence thereof has to be submitted along with the application. The regular fees, notice fees and other charges shall be chargeable in the following manner :
 - a. If a pupil is not to continue with the School from the beginning of an academic session a written intimation for the same must be given to the School before the beginning of the said session. In such case, annual charges and other fees shall not be charged by the School for the ensuing session. However, evidence of such timely intimation must be attached with the application for refund.

- b. If a pupil is withdrawn at any time after the commencement of the academic session, full annual charges for the session along with tuition and other fees up to the month of intimation of such withdrawal together with the applicable two months' notice fees shall have to be paid.
 - c. If a pupil fails to attend classes since the beginning of an academic session and/or the fees remain unpaid for 2 consecutive months, his/her name shall be struck off from the rolls at the end of these two months and Caution Money Deposit shall be refunded after deducting full annual charges for the session and tuition and other fees for those two months.
 - d. If the name of a pupil is struck off from the rolls by the School at any time for any reason, full annual charges for the academic session together with tuition and other fees upto the month and applicable two months' notice fees shall have to be paid.
6. If due fees and other charges as mentioned above are not paid in time, the same may be deducted from the Caution Money held as Deposit and only the balance amount shall be refunded in full and final settlement of claim for refund.
 7. In the event of Depositor's demise, refund will be maid only to his/her legal heir on production of relevant, valid and certified court documents, attested copies of which must be submitted along with the application for refund.
 8. Refund will be made only by an Account Payee Cheque in the name of the depositor or his/her legal heir.
 9. Any deliberate damage, disfiguration etc. of the Caution Money Deposit Card/Receipt may result in the forfeiture of the amount deposited.