



Withdrawal Policy

Dear Valued Parents,

We sincerely hope that Pragyanam has served you within the realm of possibilities, nurturing your child's growth and learning journey. If, however, circumstances lead to the decision to withdraw, we respect and understand your choice.

To initiate the withdrawal process, kindly fill out the withdrawal form. To get withdrawal form kindly reach us at support@pragyanam.school

We value your feedback and would appreciate hearing about your experiences that contributed to this decision. Your insights will aid us in continually improving our educational environment.

Procedure:

- **Pre-Exit Meeting with the Team Member.**
- **Finance Team Procedure:**
 - **Notification of Withdrawal:** If withdrawal is initiated after the commencement of any academic session or during midterm, a one-quarter notice period is to be given, and the security deposit received at the time of registration will be refunded only in cases where a one-quarter notice period is given. ***For instance, if a parent wishes to initiate withdrawal in January 2023, they must communicate this decision by September 30, 2022.*** Failure to apply for attrition one quarter in advance will result in an obligation to settle all outstanding invoices. In the event of non-payment by parents, any due invoices will be adjusted from the security deposit amount received at the time of registration.
 - **The school Leaving Certificate** (Transfer Certificate) will be issued only after clearance of dues.
- **Notification and Certificate Collection**
 - You will receive an email from our support team to collect the School Leaving Certificate.
 - Visit the school front office after the last date of your child's attendance. Ensure that you have notified the school in advance by calling the landline number: 01244372676.

We appreciate your cooperation throughout this process and value the time your child has spent with us at Pragyanam. If you have any questions or require further assistance, please feel free to reach out.

Thank you for being a part of our Pragyanam family.

Team Pragyanam

Your Parenting Partner

E. support@pragyanam.school

W. www.pragyanam.school