VIKRAMADITYA ACADEMY

SAINIK SCHOOL • MILITARY SCHOOL • RIMC

Plot No. 11, Wazirpur Road, Opp. Amrita Hospital, MVN School, Education Hub, Palwali Sector-88, Greater Faridabad – 121002

GUIDELINES & POLICIES

Session 2027 – 28

A. ACADEMY GUIDELINES

1. **Attendance:** Students must reach on time. Leave only on a written application from the parent.
2. **Uniform & grooming:** Proper academy uniform, short haircut and neat appearance every day.
3. **Mobile phones:** Not allowed for students. Parents may call the office at fixed hours.
4. **Tests:** Weekly tests and mock papers are compulsory. Results are shared with parents.
5. **Discipline:** Respect teachers, staff and classmates. Fighting, bullying or ragging leads to strict action.
6. **Hostel:** Study hours and lights-out must be followed. Outings and visits only on permitted days with parent's consent.
7. **Property:** Any damage to academy property will be charged to the parent.
8. **Fees:** Instalments must be paid by the due date. Late payment may attract a late fee.
9. **Medical:** Parents must share any medical condition at admission. In an emergency the academy will inform parents at once.
10. **Final decision:** In all matters, the decision of the academy management will be final.

B. ADMISSION CANCELLATION PROCESS

1 — Written Application
Parent submits a signed application at the office with student's name, Reg. No. and reason.

2 — Submit Documents
Attach original fee receipts and return the student's ID card.

3 — Clearance
Hostel room vacated, academy items returned and all dues cleared.

4 — Refund Processed
Eligible refund is paid within 15 working days, as per the policy below.

C. REFUND POLICY

CANCELLATION REQUEST	TUITION FEE	HOSTEL & MESS
Within 7 days of admission	75% refund	75% refund
8 to 30 days after admission	50% refund	50% refund
After 30 days of admission	No refund	No refund

Registration Fee, Admission Fee, Infrastructure Cost and Test Series & Assignment Fee are non-refundable in all cases.

- Refund is calculated only on the amount actually paid, and only by cheque or bank transfer in the parent's name.
- No refund if the student is removed from the academy for indiscipline. GST will be adjusted as per government rules.

Declaration: I have read and understood the above guidelines, admission cancellation process and refund policy, and I agree to follow them.

Signature of Parent / Guardian

Authorised Signatory