



HAL EDUCATION COMMITTEE (R)

HAL FACILITIES MANAGEMENT DIVISION BUILDING

Vimanapura Post, Bangalore - 560 017.

HALEC/SF.Refund/271/2020

16th Sep 2020

Sub: Policy for Refund of School Fee

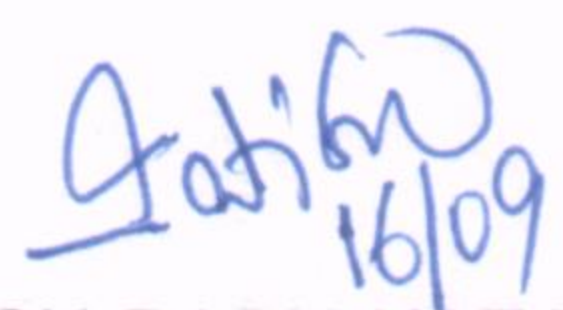
Ref: HAL/Fee.Refund/Note/117/2020 dated 01st Jun 2020

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Competent Authority has accorded approval for amendments of Policy related to Refund of School fee. Accordingly, the modified School refund policy is notified as under, for compliance, please.

| Sl. No | Reason                                                                                                                                  |                                                       | HAL/ Non-HAL | Board | To be refunded                                                              |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|--------------|-------|-----------------------------------------------------------------------------|
| i      | Withdrawal of new admission in all classes on personal / medical reasons                                                                | > 15 days before the commencement of classes          | HAL/ Non-HAL | CB    | No refund of Admission fee (year). All other fee & charges to be refunded.  |
|        | <b>OR</b>                                                                                                                               | ≤ 15 days before the commencement of classes          |              |       | No refund of Admission fee (year). Deduction of 10% of other fee & charges. |
|        | Withdrawal of new admission in all classes on account of securing admission at other HAL Schools                                        | ≤ 15 days after the commencement of classes           |              |       | No refund of Admission fee (year). Deduction of 20% of other fee & charges. |
|        | <b>OR</b>                                                                                                                               | Within 16 - 30 days after the commencement of classes |              |       | No refund of Admission fee (year). Deduction of 50% of other fee & charges. |
|        | Withdrawal of new admission in all classes on transfer of employee to outside Divisions (out of Bangalore) on personal request          | > 30 days of commencement of classes                  |              |       | Full fee (1 <sup>st</sup> instalment) will not be refunded.                 |
| ii     | Withdrawal of new admission / existing student due to transfer of an employee to outside Divisions (out of Bangalore) by the Management | Before commencement of academic sessions              | HAL          | CB    | Full fee to be refunded                                                     |
|        |                                                                                                                                         | After commencement of academic sessions               |              |       | No refund of Admission fee. Refund all other fee & charges proportionately. |
| iii    | Cancellation/Withdrawal of Admission due to administrative delay in commencement of classes                                             |                                                       | HAL/ Non-HAL | CB    | No refund of Admission fee. All other fee & charges to be refunded.         |
| iv     | Withdrawal of Lower Kindergarten admission on account of Mutual Transfer based on parent(s) request                                     |                                                       | HAL/ Non-HAL | CB    | Full fee to be refunded                                                     |

|      |                                                                                                                                                                      |                                          |                 |           |                                                                                                                                                               |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| v    | Issuance of Transfer Certificate for existing students in UKG & Above classes after the due date as notified by concerned school during closing of an Academic Year. | To admit the student at other HAL School | HAL/<br>Non-HAL | CB        | Full fee to be refunded as the student will also be paying Development fee at other HAL school.                                                               |
|      |                                                                                                                                                                      | To admit the student at Non-HAL School   |                 |           | 1 <sup>st</sup> term fee to be collected / paid.                                                                                                              |
| vi   | Not admitting the child where admission is confirmed for LKG through lottery (main & waitlist) and seeking for admission in other school through out of turn basis   |                                          | HAL/<br>Non-HAL | CB        | Admission to be taken first at school where seat is confirmed for LKG through lottery (main & waitlist). Then only admission to be offered at desired school. |
| vii  | Withdrawal of admission due to personal reasons                                                                                                                      | Before commencement of classes           | HAL/<br>Non-HAL | SB        | No refund of Administrative fee. All other fee to be refunded.                                                                                                |
|      |                                                                                                                                                                      | After commencement of classes            |                 |           | No refund of Administrative fee. Refund all other fee proportionately.                                                                                        |
| viii | Readmission of child after obtaining TC in the same Academic Year                                                                                                    |                                          | HAL/<br>Non-HAL | CB/<br>SB | Case is considered as New Admission                                                                                                                           |
| ix   | School fee in case of death of HAL parent                                                                                                                            |                                          | HAL             | CB/<br>SB | HAL Employee school fee structure is applicable till child completes studies in the school.                                                                   |
| x    | School fee in case of retirement of HAL parent                                                                                                                       |                                          | HAL             | CB/<br>SB | Non HAL school fee structure is applicable from subsequent Academic Year.                                                                                     |
| xi   | Reasons other than the mentioned above                                                                                                                               |                                          | HAL/<br>Non-HAL | CB/<br>SB | Refund may be allowed at the discretion of the Management based on the merit of the case.                                                                     |

  
 (SATISH BABU KATA)  
 Secretary, HALEC