

FOR OFFICE USE ONLY



ST.MARY'S ACADEMY

AFFILIATED TO C.B.S.E NEW DELHI

EKANGARSARAI, NALANDA 801 301

☎ 06111-291003 / 9934868114

Photo

REFUND FORM

Name of the Student: _____

Class & Section _____ **ADMN NO:** _____

Gender: (Male / Female) _____ Date of application: _____

Applicant's Name: _____

Mode of Transaction _____ Net banking / G pay / Phone pay / Other.

ACCOUNT DETAIL

Remitter's Account Name _____

Remitter's Account Number _____

Bank Name _____

Branch _____

IFS Code _____

Mobile Number _____

Date of Remittance _____

₹ _____ **In words**

Reason for seeking refund:

Signature of the Applicant

Signature of the Principal

Refund Policy

Parent can deposit fees online from our website. Parents are requested to read, understand and agree to our refund policy before making online payment.

- 1- Refund will be considered only for fees wrongly paid through online mode. Offline fee paid will not be refunded in any circumstances.
- 2- Parent has to visit the school and apply for refund on the prescribed format. School will verify the details and decide whether to grant refund or not. Following the financial rules of the School, decision made by the administration of the school will be final.
- 3- Minimum 10 working days will be needed to process the refund application. If refund granted, amount will be paid through bank cheque only to the concerned parent. Refund will not be given to any other person in the absence of parents.