

DIRECTORATE OF EDUCATION
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
(ACT BRANCH)
OLD SECTT: DELHI-54

NO. 15 (DE/Act/2010/ 726 - 36

Dated: 11/02/11


ORDER

Subject :- Refund of Fee and Other Charges by Unaided Recognized Schools.

Various complaints are being received by the Department regarding non refund of fees & other charges by unaided recognized schools in cases of cancellation/withdrawal of admission. In this regard, the guidelines have repeatedly been issued by the Directorate of Education, earlier also. The same are being reiterated for ready reference:-

- (a). If any fee is collected from the parent(s)/guardian(s) of a child, whose admission is cancelled subsequently due to non-submission of original documents by the due date or because some information or documents submitted at the time of registration is proved to be wrong or false, **the entire fee except registration-fee/charges, shall be refunded.**
- (b). After depositing the full fee for admission of a child, if any parent(s) or guardian(s) choose to withdraw the child from the school within **one month** from the date of admission, the school **may retain the Registration-fee/ charges, Admission-fee and the Tuition fee for one month only and shall refund the entire amount of fees or other charges** within 15 days of the request made by the parent(s) or guardian(s) to the school under proper receipt.

All the unaided recognized schools are hereby directed to comply with the above directions.


(P. KRISHNAMURTHY)
DIRECTOR OF EDUCATION

**Managements of All the
Recognized Unaided Schools of Delhi**
NO. 15 (DE/Act/2010/ 726 - 36

Dated: 11/02/11

Copy to :-

1. Secretary to Minister of Education, GNCT of Delhi, I.P. Estate, Delhi Secretariat.
2. Addl. Directors (Act/Admn./Coor.) Dte. of Education, GNCT of Delhi, Old Sectt. Delhi.

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3. P.S. to the Principal Secretary (Education), Dte. of Education, GNCT of Delhi, Old Sectt. Delhi.
4. P.S. to Director (Education), Dte. of Education, GNCT of Delhi, Old Sectt. Delhi.
5. All Regional Directors of Education, Dte. of Education, GNCT of Delhi.
6. All Deputy Directors of Districts (with the request to serve this order on the Management Committees of the recognized unaided schools of their respective district against proper acknowledgements).
7. Education Officers/Deputy Education Officers of respective zones through M.I.
8. The O.S. (Act) Unaided, Dte. of Education, GNCT of Delhi, Old Sectt. Delhi.
- ✓ 9. O.S. (IT) with the direction to upload this order on the official web-site.
10. Guard file.



(MARCEL EKK/
ASSTT. DIRECTOR OF EDUCATION (ACI