

DIRECTORATE OF EDUCATION
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
(PRIVATE SCHOOL BRANCH)
OLD SECTT : DELHI

NO 15 (DE)/PSB/2010/726-36/ 2077-2086

Dated : 28/2/19


ORDER

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

The Department has been receiving complaints regarding non refund of fees & other charges by unaided recognised schools in cases of cancellation/withdrawal of admission. In this regard, the guidelines have repeatedly been issued by the Directorate of Education, earlier also. Attention of HOS/Manager of all Private Unaided Recognised Schools are hereby invited once again towards the same which are reiterated as under:-

- (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 on 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 30 days of the request made by the parent(s) or guardian(s) to the school under proper receipt.

Non compliance of above will be viewed seriously and invite action against the defaulter school as per provisions of DSEAR, 1973.


(SANJAY GOEL)

DIRECTOR OF EDUCATION

HOS/Manager of all the
Private Unaided Recognised Schools of Delhi
NO 15 (DE)/PSB/2010/726-36/

Dated :

Copy to :-

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

o/c

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.
5. All Regional Directors of Education, Dte. of Education, GNCT of Delhi.
6. All Deputy Director5s of Districts (with the request to serve this order on all Management Committees of the recognised unaided schools of their respective district against proper acknowledgements)
7. All DDE (Zones), of respective zones.
8. The O.S (PSB) Unaided, Dte. of Education, GNCT of Delhi.
9. O.S (I.T) with the direction to upload this order on the official web-site.
10. Guard file.

Sanjay
28/4/19

(SANJAY GOEL)

DIRECTOR OF EDUCATION