



Oshwal Academy Nairobi

Withdrawal Policy

- 1 Oshwal Academy Nairobi** makes contractual commitments to faculty, staff and facilities long before the start of a new school year. This annual obligation must be met even if a child withdraws from a class. Therefore, when a student (either new or returning) enrolls by submitting the application form (either through hard copy or digitally); he/she does so for the entire school year.
 - 1.1 Withdrawal does not release a student from the contractual agreement established in the application form. The full tuition amount is due if the notice for withdrawal is not received a term in advance.
 - 1.2 This is not intended to cause hardship for any family but is a necessary provision to insure the financial solvency of the academy. Current students whose family plans are uncertain (such as a pending job transfer out of Nairobi) should take this policy into consideration prior to their applications for the School Leaving Certificate.
 - 1.3 Written notification of intent to withdraw must be given to the school head within the stipulated time limits as stated below in the policy document.

- 2 Notice of withdrawal:**
 - 2.1 The notice of withdrawal must be served in writing stating reasons for the withdrawal.
 - 2.2 The notice should be addressed to the Head of the school.
 - 2.3 The notice should be served not later than two weeks into a term or eleven (11) weeks prior to the final date of attendance at the school, of a student leaving school at the end of that term (Please see 3.4. for clarification).

- 3 Notice period- Clarification:**
 - 3.1 The requirement of the notice period has been justified in section 1.
 - 3.2 The notice period is a term.



Withdrawal Policy

3.3 A notice, for a school leaving certificate required at the end of a term must be served at the end of the preceding term. For example, if the school Leaving Certificate is required at the end of Term 1, the notice should be served to the school at the end of term 3 of the previous academic year.

3.4 The minimum notice period must be not less than 11 weeks. This means, that the notice must be served 11 weeks prior to the last day of attendance at the school, of the student. Once notification is given, and subject to all conditions being fulfilled, the school shall issue the student with the School Leaving Certificate.

4 Reservation of place:

4.1 Even after the school has issued the School Leaving Certificate, the parent can ask the school to reserve the child's place. This request may be made if the parent can provide evidence that the student will be returning back to the school in a short time.

4.2 Such reservations can only be made if the parent pays for the following term's fees in advance.

4.3 Such reservations cannot be made for more than 2 terms.

4.4 The admission policy will be applicable for students returning to the school up to two terms of the issue of the School Leaving Certificate.

5 Caution Deposit:

The caution deposit can only be refunded if the student has cleared with the school. The deposit shall be forfeited if the student has not returned the school property or has not made good any damage done to the school and its property. Parents of prospective returning students may request the school to withhold the caution deposit.

The Caution Deposit must be collected within six months after obtaining clearance from the school, after which it shall be deemed as forfeited. For the avoidance of doubt, any claim of the Caution Deposit made after the six month period shall be time barred.

NOTE: A student has successfully cleared with the school if

1. Appropriate notice has been served for the SLC; and
2. All school property has been returned; and



Withdrawal Policy

3. The student has made good all damages done to the school and its property (if applicable).

OR

1. The student has appeared for the IGCSE or the GCEs and is not proceeding to Senior High; and
2. The student has returned all school property; and
3. The student has made good all damages done to the school and its property (if applicable).

6 Readmission:

Readmission will solely be dependent on the Admission, availability and subject to the parents' acceptance of such terms conditions and/or policies in place at the time of readmission

7. Fees in lieu of notice:

If the notice for the School Leaving Certificate is not served adequately in advance as stipulated in Sections 2 and 3, a term's fees in lieu of notice will be due to the school.

8. Notice fees – Clarification:

- 8.1. Notice fees will be a term's fees payable to the school when the notice for the school leaving certificate is not served well in time (as stipulated in Sections 2 and 3).
- 8.2. If the concerned student decides to continue with the schooling, instead of collecting the SLC, the notice fees will be treated as the school fees for the following term.
- 8.3. Under any circumstances, the student will owe the school a term's fees if the notice for withdrawal is not served 11 weeks prior to the date of leaving.
- 8.4. A student serving a notice to the school well in time (as in sections 2 and 3) will be issued the School Leaving Certificate only at the end of the notice period.
- 8.5. If, after serving a notice well in time, a student wishes to leave the school before the mandatory notice period is over, the student will owe the school a terms' fees as notice fees.



Withdrawal Policy

Issuance of the SLC:

- 8.6. No student shall be allowed to attend classes after the date of issuance of the School Leaving Certificate.
- 8.7. A School Leaving Certificate, once issued, cannot be cancelled.
- 8.8. For unforeseen reasons, if a student continues with schooling at OAN even after the issuance of the School Leaving Certificate, the student will need to pay the admission fees as decided from time to time.

9. Provisional Notice:

- 9.1. A notice served well in time may be considered to be a provisional notice if the parent expresses that in the application.
- 9.2. The provisional notice will be deemed final notice if the same is not withdrawn before 11 weeks from the date of application (by the parent) for the School Leaving Certificate.

10. Involuntary withdrawal:

- 10.1. The school reserves the right to advise parents to withdraw their child/ward if the student is consistently unable to keep up with the school's standards of behavior or where it becomes obvious that the school is unable to provide the requisite academic pace necessary for the student's own learning needs.
- 10.2. Where such advice is given, the child shall be deemed to have left the school at the end of the term during which the advisory letter is issued to the parents. Following the issuance of the advisory letter, the exit procedure shall commence, which includes, the issuance of a School Leaving Certificate and the subsequent activities.

11. Awards

Any awards, be it academic, sporting or any other discipline shall be presented to the bonafide students of the Oshwal Academy Nairobi only. For the purpose of clarification, any student who leaves Oshwal Academy Nairobi before completing the course forfeits his/her eligibility for this award.

All decisions for the awards are at the sole discretion of the Senior Leadership Team of the respective campus.