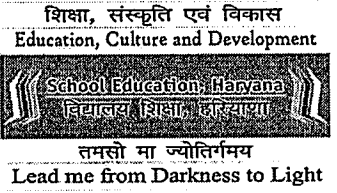




GOVERNMENT OF HARYANA / हरियाणा सरकार  
**Directorate School Education**  
**विद्यालय शिक्षा निदेशालय**



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To

All the District Education Officers,  
 All the District Elementary Education Officers,  
 All Schools (Government as well as Private) operating in the  
 State

Memo No. 15/2-2017 ACD (15)  
 Dated, Panchkula the 19.05.2017

**Subject:- SLC and fee refund difficulties faced by the students.**

The department follows a practice that a student who has passed/failed in previous class is admitted to the next/same class in new academic session, without the application/consent of the student for admission. This practice provides for a convenience to the students.

Generally, a student is *admitted provisionally* with the hope that the old student would enroll in the same school, in order to facilitate his/her seamless transition.

The tuition fee and funds or other fees etc., are being charged quarterly/monthly in advance in some Govt./Pvt. schools. But, even when an old student on his/her first day in the school in new session expresses a desire to leave the school, he is forced to pay the fee for whole quarter/month by taking excuse by the school that he/she is already enrolled in the school. Such practice of forcing a student to pay for services which he/she never intended to receive and/or never received is creating a regime of *forced fee collections*.

These anomalies persist not only in Government schools, but the private schools also resort to these tactics of charging tuition fee for full quarter and annual funds even from the students who seek School Leaving Certificate from the school.

Charging of any fee/fund should be only up to the month in which the School Leaving Certificate is sought by the student. If a school had already charged annual/quarterly/half yearly advance charges then all such charges shall, henceforth, be retained by the school only up to the month of SLC request and rest of the charges be refunded to a such school leaving students, in a hassle free manner. In other words, the school can retain the pro rata charges only for the services a student received in the school upto the month when he applied for leaving the school.

Call



Provided that for practicality sake it has been decided that there would be no refund if the total amount to be refunded comes out to be less than Rs. 500/- .

In brief, no service, no charges.

The fee/charge should have *strict correspondence* with the service received by a student from a school. This shall be the cardinal principle of all campuses. Any extortion in the guise of completing the school accounts would be deprecated.

For compliance by all concerned.



(Virender Singh. HCS)  
Joint Secretary to Govt. Haryana,  
School Education Department,  
Haryana, Panchkula.

Endst. No. Even

Dated, Panchkula the 19.05.2017

A copy of the above is forwarded to the followings for information and necessary action:-

1. PA to W/DSE.
2. PA to W/Addl. Director Admn.
3. Supdt. Sec. Branch.
4. Supdt. Pvt. Schools.
5. Technology Officer IT Cell.



(Virender Singh. HCS)  
Joint Secretary to Govt. Haryana,  
School Education Department,  
Haryana, Panchkula.

