

Ref No. SNC/Circular/2024-25/6144

Date d: 04th Jan. 2025

Policy for the students who leave college mid-session due to genuine Personal/ Health reasons.

Withdrawal Policy for Mid-Session/Term of the Course.

Purpose

To outline the procedures and implications for students who withdraw from Shimla Nursing College mid-session due to personal reasons, will have to define a solid purpose i.e health, family problem with concrete evidence to support the same, which will be evaluated by the administration/ college authorities and if found satisfactory, mid-session withdrawal can be permitted.

Eligibility

Students once enrolled in any degree/ diploma course are not entitled or cannot leave mid-session as laid out in the prospectus of the college and the submissions made thereof, it will only be considered in cases which are beyond reasonable control, grave, medical urgencies and where effort was made to reconcile attend college but still faced circumstances requiring them to leave for their well-being at the end of session. Under no circumstances college change would be accepted or migration allowed mid-session.

Procedure for Withdrawal

Notification: Submit a written request to the college administration prior to 30 days minimum before leaving, will detailing the reasons for withdrawal at the end of session. Immediate approach to leave will not allowed.

Meeting: Attend a meeting with a counselor or academic advisor as notified by the college to discuss the decision and explore alternatives which are in the best interest of the students for a fulfilling professional career.

Documentation: Provide all necessary documentation to support the reason for withdrawal to the administration which after scrutiny and if found satisfactory by the administration / authorities the student will be informed accordingly. It would only be allowed for grave medical or personal problems (e.g. medical certificates and reports).

Financial Implications

Academic College Fee Refunds: Academic College fee once paid will not be refunded under any circumstances. On the contrary the student will have to pay the entire pending academic college fee as notified by the college administration for all the future period of the program enrolled. The college will take a declaration (affidavit) by the parent guardian at the time of the admission to have read the mid-session withdrawal rules and guidelines and fully abide by them. The parent will have to give a security and surety in form of a blank Cheques / Pledged FDR, CDR / Demand Draft deposited as per the security or surety protocol defined by the college taken at the time of the admission. Hostel, mess and transport refund eligibility will be based on the college's refund schedule, which considers the date of withdrawal.

Outstanding Fees: Settle any all outstanding fees (college/hostel/mess/transp./uniform/books/misc. etc.) or financial obligations to the college for the academic year in progress and notified as per the college fee for the future years of the enrollment in the particular course.

Academic Records

Transcripts: Courses attended up to the date of withdrawal will be recorded on the transcript. Grades or a "W" (Withdrawal) may be assigned based on the timing of the decision.

Credits: The administration will determine how credits for completed coursework will be handled at the end of the semester or session as applicable and would be given subject to clearance of all dues.



SHIMLA NURSING COLLEGE

AN UNIT OF RCS ASSOCIATES CHARITABLE TRUST (Regd.)

Belongings

All belongings/ security/ surety /grades/certificates/results of the student in the hostel /college would be released subject to the clearance of all dues as per the norms rules and regulations of the college and the issuance of the No dues/objection certificate by the administration department. Otherwise college authority will not issue any relieving/character/no dues certificate to any students leaving in mid-session

The college has all rights reserves them under its policy and can pursue all legal remedies available that it can undertake to get all the outstanding dues from the student withdrawing mid-session

Re-admission Policy

Application: Students wishing to return must reapply through the standard admission process to the administrative office.

Conditions: Re-entry may be subject to meeting specific conditions as per the university/college academic calendar and other requirements. The college will also consider the student's previous record and behaviour such as academic standing record or available seats space in the program once left.

Support Services

Counseling: Access to counseling services for support during the decision-making process would be available through the principal and administrative office.

Advising: Academic advising will be undertaken by the college authorities to explore options or make arrangements for completing the degree in the future as mutually decided and feasible as per the rules and regulations of the university.

Confidentiality

All discussions and documents related to the withdrawal will be handled confidentially by the administrative office college authorities and the concerned student.

Contact Information

It's the duty of the parents /Guardian /student to provide complete contact details of the student/ guardian/ parents for the administrative work, counseling services, and financial obligations to office for assistance and completing all formalities for admissions and withdrawals and lapses on the same the liabilities would be entirely of the student/Parent who being a major have read and understand all the rules regulations requirements of the college and the consequences thereof.



Administrator
Shimla Nursing College

Acknowledgement by the Parents (Withdrawal Policy for Mid-session/Term of the course- 2 pages)

Parents Name:

Signature: -

Dated: -

Acknowledgement by the Students (Withdrawal Policy for Mid-session/Term of the course- 2 pages)

Students Name:-.....

Class:-.....

Batch:-.....

Signature: -

Dated: -

