Dibber India International Preschools Transfer Policy

The Regulations in this document are provided under the Agreement, the Dibber education services agreement between you and your Dibber Education Services Provider with respect to the Dibber Education at your Dibber Education Unit. As determined in the Agreement, the terms and conditions, definitions and interpretations in the Agreement, including in its schedules, extend their legal authority and applicability to encompass these Regulations:

I Scope	These Regulations outline the regulations, procedures and guidelines for transferring your Child to another Dibber Education Unit.
II Notification for Transfer	You must notify your Dibber Education Services Provider and initiate a formal discussion of your intention to transfer your Child to another Dibber Education Unit. This communication should be conveyed through an email to the manager of your current Dibber Education Unit.
III Transfer Process	1 Upon receiving your transfer notification, the manager of your current Dibber Education Unit will assess the availability at the proposed Dibber Education Unit for admission of your Child. 2 If available, the manager of your current Dibber Education Unit will facilitate and assist in transferring your Child, and you will be notified of the start date.
IV Fee and Financial Adjustments	1 Fees will be applicable and charged until the month in which your Child attends the academic session at your current Dibber Education Unit. Any fees pre-paid by you will be appropriated to your new Dibber Education Unit. 2 For the transfer your current Dibber Education Unit will ensure the handover of child kit and relevant documents to you. 3 Your current Dibber Education Unit will issue and provide a transfer certificate, and it is your responsibility to deliver it to the proposed Dibber Education Unit.
V Communications	We will maintain open communication throughout the transfer process to address any concerns and ensure a positive experience for both you and your Child.