Date: MM/DD/YYYY

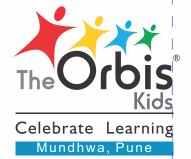
APPLICATION FOR ADMISSION WITHDRAWAL / TERMINATION / CANCELLATION



(PLEASE FILL IN BLOCK LETTERS)

Student Information							
Name:(as per birth certificate) FIRST NAME	MIDDLE NAME (if applicable)	SURNAME Division:					
Student ID.:							
Reason for withdrawal:							
Relocation Health issue	Distance Personal family issue	Admission to another local school Uther					
If other – Please specify:							
Last date of attendance in class:	School Fees	paid upto:					
If refund on Caution Money/ Security / Tu	ition Fee/ Transport Fee applicable please mention	n the account details to credit the amount					
Bank Account number:	nk Account number:Beneficiary Name:						
IFSC Code:	SC Code: Bank Branch:						
Signature of Mother/ Guardian Name:	3	Fee Admin Exec in case of Termination/ Cancellation —					
Note: Subject to clearances, the Transfer Certifi	icate will be issued within 10 working days from th	e date of receipt of application and refund (if applicable).					
	To be filled in by Class Tea (All fields are mandatory)						
Subject to clearances, the Transfer Certifi	To be filled in by Class Tea	cher					
Subject to clearances, the Transfer Certifi	To be filled in by Class Tea (All fields are mandatory)	cher					
Total no. of working days till date: General conduct: Subject studied in class:	To be filled in by Class Tea (All fields are mandatory)	cher					
Total no. of working days till date: General conduct: Subject studied in class: WhetherNCC CadetBoy Sci	To be filled in by Class Tea (All fields are mandatory) No. of out Girl Scout Girl Guide NA	cher					
Total no. of working days till date: General conduct: Subject studied in class:	To be filled in by Class Tea (All fields are mandatory) No. of out Girl Scout Girl Guide NA	cher					
Total no. of working days till date: General conduct: Subject studied in class: WhetherNCC CadetBoy Sci	To be filled in by Class Tea (All fields are mandatory) No. of out Girl Scout Girl Guide NA	cher					

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Office Use

(to be filled in by Fee Admin)

Tuition Fees paid till	Tuition Fees Due up to		Tuition Fee Bal (Rs.)		Sign (Office Admin)				
Transport Fees paid till	Transport Fees Due up to		Transport Fee Bal (Rs.)		Sign (Office Admin)				
					<u> </u>				
Library Dues	Sign (Librarian)		Damage to School property		Sign (Office Admin)				
Caution Money/ Security Deposit applicable ☐ Yes ☐ No									
identity of applicant verified as that of parent/ guardian Office Use									
Task		ı	Remarks	Ву	On	Sign			
TC No:				Fee Admin Exec					
MySchool ERP updated – Student archived				Fee Admin Exec					
eNACH cancellation email sent to JODO (Tuition and Transport)				Fee Admin Exec					
Tally updated by Accounts Department				Accounts Exec					
GR updated with withdrawal				Front Desk Exec					
Transport registers/ self-pickup upda	ted			Transport Exec					
Verified OK. Please handover TC to the Parent/ legal guardian HoS Signature Date									