



Serial No.:

Celebrate Learning
CBSE
Mundhwa, Pune

**APPLICATION
FOR
WITHDRAWAL**
(PLEASE FILL IN BLOCK LETTERS)

Class _____ Division _____ Date _____

Student ID. _____
(OFFICE USE)**Student Information**Name _____
(as per birth certificate) FIRST NAME MIDDLE NAME (if applicable) SURNAME

Reason for Withdrawal _____

Last date of attendance will be: _____ School Fees paid upto: _____

Signature of Mother /Guardian _____

Signature of Father / Guardian _____

Signature of Co-ordinator _____

Name _____

Name _____

Note: The Transfer Certificate will be issued 10 days after the last date of attendance mentioned above**Office Use**

Signature of applicant verified as that of parent/ guardian

Verified by Admin	Verified by Principal

DUES: Dues are to be signed in only if the due is NIL. If not send a note with this slip back to admin IMMEDIATELY. Normally respective persons to revert within 2 hours of receipt.

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)
Library Dues	Sign (Librarian)	Robotics Lab Due	Sign (Lab in charge)
Sports Dues	Sign (PTI)	CCA Dues	Sign (Class Teacher)
Comp Lab Dues	Sign (Lab in charge)	Science Lab Dues	Sign (Lab in charge)
Other Dues	Sign (Admin)		



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Refund if applicable to be processed to the same account from which fee is being collected via eNACH

Fee Head	Is refund applicable as per Refund/ Cancellation Policy? If yes, how much	Sign (Accounts Manager)
Tuition Fee		
Transport Fee		
Caution Money/ Deposit		

To be filled in by Class Teacher

Total no. of working days till date: _____ No. of working days the child was present: _____

Dues if any: _____ General conduct: _____

Subject studied in class: _____

Games played/ extracurricular activities with achievement level: _____

Whether NCC Cadet Boy Scout Girl Scout Girl Guide NA

Promoted to: _____

Class Teacher's Sign

Coordinator's Sign

Date:

Office Use

Task	On	Sign
School Automation updated – Student archived		
GR updated with withdrawal		
Transport registers/ self-pickup updated		
Tally updated by Accounts Department		
Class attendance registers updated		
eNACH cancellation email sent to Bank (Tuition and Transport)		
Refund of Security deposit/ Fee request made		
Refund cheque no. _____ received		
TC No: _____		

GR Register Verified for	Date	Sign (Admin)	Verified by Principal
Date of Admission to school			
Date of Birth			
Nationality			
LC details verified			

School Automation TC seen

All found okay. Please HANDOVER LC to Parent/ Authorised Person

Principal's signature

Date



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Student Name _____
FIRST NAME MIDDLE NAME (if applicable) SURNAME

Class and Division: _____

Reason for withdrawal:

- 1) Relocation:
- 2) Health issue:
- 3) Distance:
- 4) Personal family issue:
- 5) Admission in another local school:
- 6) Unhappy with school:
 - a. Academic:
 - b. Administration:
 - c. Transport:
- 7) Others – Specify:

Would you like to join school back at a later date/ in the future: Yes No

Any other suggestions:

Parent's Sign: _____ Date: _____

Admission Counsellor: _____ Date: _____