

WITHDRAWAL

- 1. The application for Transfer Certificate should be made in writing by the parent or guardian along with a fee of Rs. 100/-; the same will be issued only after three days from the receipt of the application.**
- 2. A month's notice in writing is required before a student can be withdrawn; in lieu of such a notice, an additional fee of one month may be deposited. No such notice is acceptable during the school vacation; and in case of a withdrawal at this time, the fees must be paid up to the end of the term.**
- 3. No Transfer Certificate or any other Certificate will be issued if there are dues pending.**
- 4. Any request for counter signature should be made at the time of withdrawal no such request will be catered to after one month of the issues of the Transfer Certificate.**
- 5. Any student dismissed from the school on disciplinary grounds shall have the same mentioned in the Transfer Certificate.**