



Withdrawal Form

The Principal
Shri Ram Centennial School
Knowledge Village, Sherpur

Dear Sir/Madam,

I write to inform you that I wish to apply for the '**Transfer Certificate**' of my ward whose details are giving below-

Student's Details

Surname:..... Middle name First name.....
Class:..... Section:..... Registration Number.....

Date of Submission of withdrawal application to School Office-

Reason for Withdrawal

Date of Withdrawal

Date of last day attendance

____/____/20____
(Day) (Month) /Year

- I understand that all outstanding dues/fees as required by the school must be cleared before the Transfer Certificate is issued.
- I understand that due 'Notice Period' must be served as mentioned in clauses for 'Withdrawal'. All such clauses are mentioned on the school website and the school diary.
- Security deposit and any dues pending towards your ward will be cleared at the earliest.

For Boarders

- I understand that all her belongings are not collected within fifteen days of his/her departure, the school has the right to discard his/her remaining possessions.
- I will come to School to pick up my ward and all his/ her belongings on.....(Date)

Details of Parents

Surname:..... Middle name First name.....

Address:_____

Mobile Number: _____ Email_____

Yours faithfully,

(Parent's Signature)