



The Principal

I regret to inform you that I shall be withdrawing my child.

Name : Class : Adm. No. :

Reason for withdrawal :

Please arrange to issue the refund cheque in the name of father/mother.....

I will clear all the dues if any.

Date :

Signature of Parent

(Processing of application shall require a minimum of 3 days from the date of application)

For Office Use Only

Total Number of working days

Total Number of working days present

Date last attended School Class Teacher

DUES :	AMOUNT (IN Rs.)		INCHARGE INITIALS
	Dr.	Cr.	
Library
Text Books
Computer
Games
Laboratory
Fees
Others
Total
Security Deposits
Net Amount Payable / Receivable

File Submission :

Hindi English Maths Science Social Science IT

TC issued date No.

Refund Cheque No. Date Amount

Accountant

Class Teacher

Principal



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