

APPLICATION FOR WITHDRAWAL (To be filled by Parent)

The Principal
The Heritage School
Plot No. 8, Sector -23,
Rohini, New Delhi

I/ We wish to withdraw my/our ward from The Heritage School, Rohini. The details are as under.

Name of student: Class & section: Admission No.:		
Student's last date of attendance in the school:		
Reason for leaving the School :		
Name of the new school:		
Choice of Exit Interview	* (Please tick)	<input type="checkbox"/> Telephonic <input type="checkbox"/> In Person
Forwarding address, phone number& email id:		
TC Issue Date (to be filled by the school) :		

I/we understand that:

- Atleast one Calendar months 'notice in writing or a month's fee in lieu of such notice must be given before a student can be withdrawn.
- Transfer certificate will not be issued until all dues of the school are settled.
- Minimum 7 working days (from the date of last attendance) are required to process Withdrawal Applications, Transfer Certificates & other reports.
- Refund, if any, will be processed within one month of the date of application.

Thank you,

Yours sincerely,

(Name & signature of Parent)

Date of Application:.....

Address:.....

.....

Contact No:.....

Note: Please submit a separate application for any other special request/report.

*** The school will inform parents in advance about the date and time of the Exit Interview (We may schedule it as per your convenience).**