

Withdrawal – TC Guidelines

1. For withdrawal, duly filled application in prescribed form must be submitted to the School Office at least one month before leaving the school, otherwise the fee of one month in lieu of the notice period will be charged.
2. Parents who request for withdrawal of their ward after 15th of the month will have to pay the fee for the following month.
3. No Transfer Certificate (T.C.) will be issued until all fee dues are paid in full. Parents taking T.C. in the month of March need not have to pay April fee.
4. Duplicate copies of Transfer Certificate are not generally issued. Such certificates will be issued in special cases only after parent furnishes an affidavit stating that the Transfer Certificate has been irrecoverably lost and that they will be responsible for any possible misuse later.