Doon International School

(Affiliated to C.B.S.E, New Delhi, Affiliation Number: 1031485)
(A Co-Educational, Day and Residential school)
(Under the aegis of Doon International School, Dehradoon)
Nagpur Road, Opp. Tata Motors, Manegaon, Jabalpur (M.P.)

TC WITHDRAWAL FORM

Date: _____

To,
The Principal
Doon International School
Jabalpur (M.P)

My Ward, Miss/ Master _____Admission No. _____ is studying in class _____ at your school.

a. I would like to withdraw him/her from Doon International School due to [reason]

_____

_____

_____

b. I understand that I have to clear all dues towards the school before collecting my ward from the School.
c. I request you to issue the Transfer Certificate after I have cleared all dues.
d. I will come to school to pick up my ward and all his/her belongings on _____ [Date].
e. I understand if all belongings are not collected within fifteen days of his/her departure, the school has the right to discard his/her remaining possessions.

Thanking You,
Yours faithfully,

[Parent's / Legal Guardian's Signature]

Name: _____

Address: _____

_____

Contact: _____

(Approved/Not approved)

(Authorized Signatory)