

WITHDRAWAL

1. A month's notice is to be given before the withdrawal of the student from the school.
2. Notice of withdrawal should be given in writing to the school office by the parent/ guardian.
3. All dues are to be cleared before issuing the transfer Certificate.
4. **Caution Money:** Students taking a Transfer Certificate from the school must apply for caution money within 3 months and collect the caution money cheques within **1 month** of applying. School is not responsible for late submission of cheque at bank.