

WITHDRAWAL FORM

The Principal
Ipsum International School
Balangir

Dear Sir/Madam

My son/daughter _____ Admission

No _____ is studying in class _____ at your school.

a. I would like to withdraw him/her from Ipsum International School, Balangir due to (reason)

b. I understand that I have to return all the ID cards issued by the school to us on passing out/leaving the school. The issue of Transfer Certificate as well as clearance of the student account will only be done thereafter.

c. I understand that I have to clear all dues as demanded by the school before collecting him from the school.

d. I request you to issue his/her Transfer Certificate after I have cleared his/her dues.

e. To refund the security deposit and the imprest balance.

Thanking you,

Yours faithfully

(Parent's/Legal Guardian's Signature)

For Office Use

Fee of Rs. _____ was remitted by the student _____

on _____ and fee of Rs. _____ may be refunded to the student.

(Sign. of Dealing Assistant)