

STEP UP SCHOOL



(Under the aegis of ABESIT)

19th Km. Stone, NH-09, Near Crossing Republik, Ghaziabad 201009
Phone: 8448583380/81, 9711060916/17; Website: www.stepupschool.in

ADMISSION WITHDRAWAL FORM

Name of the Student: _____

Admission No _____ Class/Section _____

I _____ (Relationship) _____ wish to request withdrawal of my aforesaid ward from **STEP UP SCHOOL** for the reasons described below. My ward would discontinue attending the school from date _____.

I request the school to kindly process the withdrawal in accordance to the **Admission Withdrawal Policy** attached herewith. I undertake to settle pending accounts of my ward and request the school to issue the **Transfer Certificate**.

Reason for withdrawal _____

No Dues (For Office Use Only)

Department	Pending Amount	Name	Sign & Date
Library			
Transport			
Admin/HR Department			
Accounts Department			

No Dues Undertaking

1. This is to hereby certify that the clearance formalities of my ward _____
Admission No. _____ on account of his/her passing out/withdrawal from STEP UP SCHOOL is fully complete.
2. All dues pertaining to my ward have been fully settled and there is a **Caution Money** amount of _____
_____ to be refunded on his/her account.
3. I further declare that besides this amount, there is no pendency, financial or otherwise, on any account with **STEP UP SCHOOL**.
4. I also declare that I am the legal and authorized person to collect the refund _____ pertaining to the afore mentioned student.
5. Bank details for refund of caution money/other amount.
 - Name of account holder(Only parents account)
 - Bank Name, Branch
 - IFSC Code,
 - Account Number
 - Nature of Bank account Saving/current/other

Name: _____

Signature: _____

Date: _____

ADMISSION WITHDRAWAL POLICY

1. All withdrawal requests must be submitted by the parents/students by filling the Admission Withdrawal Form available in the office and on the school website.
2. Application must be submitted to the office a minimum 30 working days prior to the withdrawal.
3. Registration fee once paid to the school will not be refunded under any circumstances.
4. Composite Fee is non-transferable/non-adjustable/non-refundable under any circumstances.
5. For New Admissions, if admission withdrawal before commencement of the session, the Admission Fee & Registration Fee paid to the school shall not be refunded. **Only Caution Money will be refunded.**
6. Caution money/other refund amount to be paid only in his/her parent's Bank account.
7. Transfer Certificate will only be issued after clearing all the dues.
8. The school reserves the right to modify and amend refund policies at any time.
9. IF WITHDRAWAL REQUEST IS RECEIVED BEFORE 15TH APRIL:
 - i. Fee will not be charged even if the child is availing transport also and attending the classes till the mentioned date.
 - ii. If the information is received on or before 15th July / 15th October / 15th January then the same policy will be applicable for that Quarter.
10. In case of siblings if the elder child leaves the school and the updated fee of the second child is not deposited before the due date (But As per the previous calculation amount is paid) then the fine will not be imposed for that Quarter.
11. If information is received after 15th April/ 15th July/ 15th October/ 15th January then the fee for that Quarter will be charged. Fee will include both (Tuition & Transport if applicable)
12. All disputes are subject to the jurisdiction of DFRC, District Ghaziabad (UP)

Note:-The form should be submitted at the office from 8:00 am to 2:00 pm on all working days

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Acknowledgment no. : _____

Date: _____ Time: _____

Signature: _____