



# S.D.INTERNATIONALSCHOOL,

SECTOR-6, HUDA, PANIPAT

## WITHDRAWAL POLICY

### 1. Notification of Withdrawal

School must be notified at least three month in advance of the intended withdrawal date. This allows us to prepare the necessary documentation and finalize academic records.

- If the withdrawal notice is given after 31<sup>st</sup> December, three months (of the following academic year) shall be charged extra.

### 2. Withdrawal Request Form must be completed and submitted to the school office. This form is available at the school's administrative office.

### 3. Clearance - Prior to withdrawal, the student must complete the following clearance processes:

- Return all school-owned materials, textbooks, and library books.
- Settle any outstanding financial obligations. (tuition fees, library dues etc.)
- Return school identification card and Parent card.
- Attend an exit interview with the school counsellor or designated staff member.

### 4. Academic Record-Upon receipt of the withdrawal Request form and completion of the clearance process, the school will provide the following documents:

- Transfer Certificate
- Progress Report

### 5. Refund of Caution money will be processed after 3 month from the date of withdrawal

## Withdrawal Guidelines for New Students

- If the student is withdrawn before the beginning of the Academic year (April 1<sup>st</sup>) Registration and Admission Fee shall be forfeited in favour of the school.
- If the student joins the school and is withdrawn before 30<sup>th</sup> April, one-month fee, Registration Fee, and Admission fee, shall be forfeited in favour of the school.
- After 30<sup>th</sup> April, a complete quarter fee shall be charged in favour of the school. Registration fee and admission fee will not be refunded in this case.

# Withdrawal Form

Date: - \_\_\_\_\_

Principal

S. D. International School

Sector-6, Huda

Panipat

Dear Madam/Sir,

My ward Miss/Master \_\_\_\_\_ Admission No. \_\_\_\_\_  
is studying in class \_\_\_\_\_ Session \_\_\_\_\_ at  
your school.

1. I wish to withdraw him/her from S.D. International school due to the following reason.
2. I understand that I have to clear all dues of the school before collecting him/her from the school.
3. I request you to issue him/her Transfer Certificate after I have cleared his/her dues.
4. To refund the security deposit and the imprest balance, if any Bank details are as follows:

(Name of the beneficiary should be parents/ legal guardian only)

(i) Name of the beneficiary :- \_\_\_\_\_

(ii) Address of the beneficiary :- \_\_\_\_\_

(iii) Bank Account no :- \_\_\_\_\_

(iv) IFSC Code :- \_\_\_\_\_

(v) Mobile no. :- \_\_\_\_\_

Thanking you  
Yours faithfully

(Parent's/ Legal Guardian's Signature )

Address :- \_\_\_\_\_

Mobile no:- \_\_\_\_\_