



# K.R. MANGALAM GLOBAL SCHOOL

N - Block, Greater Kailash 1, New Delhi - 110048

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## Withdrawal Procedure and Policy

Given below is the Withdrawal procedure and policy at KR Mangalam Global School to be implemented with effect from 1<sup>st</sup> April, 2021:

1. The request for withdrawal shall be filled in a prescribed form available at the school reception or can be found on the next page of this policy.
2. The request for Withdrawal /Transfer Certificate should reach the accounts department ([accounts@krmangalam.global](mailto:accounts@krmangalam.global)) two months in advance or two month's fee (Notice Period) will be charged in lieu thereof. If the intimation is first sent over an email to the School Principal, the parent should submit the **Official Withdrawal Form** within 7 working days to begin the notice period from date of email intimation. Failing this, the start date of notice period shall be based on the day Withdrawal Form is submitted in the Accounts Department.
3. Refundable deposits including the security amount shall be fully refundable only if the notice for withdrawal is submitted as per the guidelines (Point 2) and after the due clearance from all the departments.
4. Official school records and required transfer certificate will be released after 10 days from the last day of student in school.



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## STUDENT WITHDRAWAL FORM

Session (20....-20....)

Date of Application: \_\_\_\_\_

### Student's Details

1. Name \_\_\_\_\_ Grade \_\_\_\_\_
2. Mother's Name \_\_\_\_\_ Ph. No. \_\_\_\_\_
3. Father's Name \_\_\_\_\_ Ph. No. \_\_\_\_\_
4. Last Day at School \_\_\_\_\_
5. Reason for Withdrawal \_\_\_\_\_
6. I would like to collect my child's school records on \_\_\_\_\_  
(Please allow 10 days from the last day of the student in school)

Mother's Signature

Father's Signature

### No Dues

- Coordinator \_\_\_\_\_ Signature \_\_\_\_\_
- Home Room Teacher \_\_\_\_\_ Signature \_\_\_\_\_
- Library \_\_\_\_\_ Signature \_\_\_\_\_
- Sports \_\_\_\_\_ Signature \_\_\_\_\_
- Account \_\_\_\_\_ Signature \_\_\_\_\_

Principal's Signature \_\_\_\_\_

- Refundable Security Deposit will be returned by \_\_\_\_\_ only if all dues payable to school have been cleared.