



K.R. MANGALAM GLOBAL SCHOOL

N BLOCK, Greater Kailash Part – 1

New Delhi - 110048

WITHDRAWAL/ CLEARANCE FORM FOR THE STUDENT

☐ DATE OF APPLICATION:

(Mandatory)

1. FULL NAME OF THE STUDENT (As per the school records) (IN BLOCK LETTER)

2. DATE OF BIRTH _____ PLACE OF BIRTH _____

3. ADMISSION NO. _____ GRADE & SEC _____

4. DATE OF ADMISSION _____

5. CLASS IN WHICH ADMITTED _____

6. FATHER'S NAME _____

7. FATHER'S MOBILE NO. _____

8. MOTHER'S NAME _____

9. MOTHER'S MOBILE NO. _____

10. GEN/SC/ST/OBC _____ NATIONALITY _____

11. LAST DAY AT SCHOOL _____

12. REASON FOR LEAVING _____

13. DATE OF FIRST ADMISSION IN THE SCHOOL WITH CLASS _____

Mother's Signature

Father's Signature



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Withdrawal Procedure and Policy

Given below is the Withdrawal procedure and policy at KR Mangalam Global School to be implemented for the session 2025-2026 :

1. The request for withdrawal shall be filled in a prescribed form available at the school reception or can be requested over the email.
2. Withdrawal from the school requires a two-month notice prior to the student's last working day. Parents must submit a duly filled Withdrawal Form to the Accounts Department (accounts@krmangalam.global) and the Principal through email or physical copy to initiate the process. The same is required to be uploaded online.
3. The form must be submitted by the 10th of the month for that month to be counted as part of the notice period. Delayed submissions may result in the notice period beginning from the following month.
4. If a withdrawal application is submitted during the last quarter of the academic year and the student continues attending school till the last quarter, the full fees for the entire last quarter will be applicable and must be paid in full.
5. Refundable deposits including the security amount shall be fully refundable only if the notice for withdrawal is submitted as per the guidelines above and after the due clearance from all the departments.
6. In the event of late or no withdrawal notice by the due dates, fee in lieu of notice period as prescribed shall be forfeited from the security deposit of the student. The parents are required to clear any dues, if still remaining.
7. A student can also be asked, by the school, to be withdrawn on academic or disciplinary grounds, including submission of false information to the school at the time of admission. Disciplinary action may even involve expulsion. The principal's decision in such matters is final.

Transfer Certificates -

- Transfer Certificates are issued only once the student's dues to the school have been fully paid and settled and all school assets / resources returned to school in good condition.
- This deposit is non-interest bearing and is only refundable upon the student graduating/leaving the school subject to clearances of dues/conditions as laid out in this handbook.
- Refunds for withdrawals/ graduates, including middle of session withdrawals are processed quarterly in an academic year. The Security Deposit is refunded by the start of the next quarter, after adjusting unpaid dues, if any, including notice period fee in lieu of insufficient notice, if applicable.