

# STEP UP SCHOOL



(Under the aegis of ABESIT)

Campus 4, 19th Km. Stone, NH-09 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 \_\_\_\_\_

Class Teacher's comments \_\_\_\_\_

HOD comments \_\_\_\_\_

### No Dues (For Office Use Only)

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

### No Dues Undertaking

- 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 are fully complete.
- 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.
- I further declare that besides this amount, there is no pendency, financial or otherwise, on any account with **STEP UP SCHOOL**.
- I also declare that I am the legal and authorized person to collect the refund pertaining to the  
afore mentioned student.
- 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: \_\_\_\_\_

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## 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 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 First Installment 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 admission withdrawal policies at any time.
9. 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: \_\_\_\_\_