

## STUDENT WITHDRAWAL / CANCELLATION FORM

<b>For Office Use Only</b>	<b>Admission Number:</b>	<b>Date:</b>
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To be Filled by the Parents

Name of the Student: \_\_\_\_\_

Admission No: \_\_\_\_\_ Class: \_\_\_\_\_ Div.: \_\_\_\_\_ Last Date of Attendance: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

TRANSFER TO ANOTHER SCHOOL IN AJMAN/ UAE/ABROAD  
(If within U.A.E. state the name of the school): \_\_\_\_\_

Name of Father/Sponsor: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### *For office use only*

Class Teacher: \_\_\_\_\_ Last date of Attendance: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head of Section: \_\_\_\_\_ Date: \_\_\_\_\_

### **Accounts Department:**

All School dues cleared/ fines if any settled: \_\_\_\_\_ Inside UAE TC/Outside UAE TC

Fee Stopped: Yes/No \_\_\_\_\_

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By Admin Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

### **Administration:** \_\_\_\_\_

Student Data updated in ERP by: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

- ❖ Tc changers for within U.A.E and outside U.A.E is AED 120/-
- ❖ Tc needs to be prepared and issued from KHDA and it may take 4 working days.
- ❖ All dues up to the application date need to be cleared before processing the TC application