



Email: [info@dewvaleschool.ae](mailto:info@dewvaleschool.ae)

Website: [www.dewvaleschool.ae](http://www.dewvaleschool.ae)

## STUDENT WITHDRAWAL / CANCELLATION FORM

For Office Use	Admission Number: DHS:	Date:
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***To be filled by the parent***

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/SPONSER: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

***For office use only***

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

Total attendance for the academic year: \_\_\_\_\_ Out of: \_\_\_\_\_

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

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

Library in Charge: \_\_\_\_\_ Date: \_\_\_\_\_

**Accounts Department:**

All School dues cleared/ fines if any settled: Yes/No      Inside UAE TC/Outside UAE TC

Fee Stopped: Yes/No

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

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 applicatio