

Date: MM/DD/YYYY

APPLICATION FOR ADMISSION  
WITHDRAWAL / TERMINATION/ CANCELLATION



(PLEASE FILL IN BLOCK LETTERS)

**Student Information**

Name: \_\_\_\_\_  
(as per birth certificate) FIRST NAME MIDDLE NAME (if applicable) SURNAME

Student ID.: \_\_\_\_\_ Class: \_\_\_\_\_ Division: \_\_\_\_\_

**Reason for withdrawal:**

Relocation  Health issue  Distance  Personal family issue  Admission to another local school  Other

If other – Please specify:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last date of attendance in class: \_\_\_\_\_ School Fees paid upto: \_\_\_\_\_

If refund on Caution Money/ Security / Tuition Fee/ Transport Fee applicable please mention the account details to credit the amount

Bank Account number: \_\_\_\_\_ Beneficiary Name: \_\_\_\_\_

IFSC Code: \_\_\_\_\_ Bank Branch: \_\_\_\_\_

\_\_\_\_\_  
Signature of Mother/ Guardian

\_\_\_\_\_  
Signature of Father/ Guardian

\_\_\_\_\_  
Fee Admin Exec in case of Termination/ Cancellation

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**Note:**

Subject to clearances, the Transfer Certificate will be issued within 10 working days from the date of receipt of application and refund (if applicable).

**To be filled in by Class Teacher**  
(All fields are mandatory)

Total no. of working days till date: \_\_\_\_\_ No. of working days the child was present: \_\_\_\_\_

General conduct: \_\_\_\_\_

Subject studied in class: \_\_\_\_\_

Whether  NCC Cadet  Boy Scout  Girl Scout  Girl Guide  NA

Class attendance registers updated:  Yes  No

\_\_\_\_\_  
Class Teacher's Sign

\_\_\_\_\_  
Coordinator's Sign

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

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

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Celebrate Learning  
Mundhwa, Pune

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**Office Use**

(to be filled in by Fee Admin)

Tuition Fees paid till	Tuition Fees Due up to	Tuition Fee Bal (Rs.)	Sign (Office Admin)
Transport Fees paid till	Transport Fees Due up to	Transport Fee Bal (Rs.)	Sign (Office Admin)
Library Dues	Sign (Librarian)	Damage to School property	Sign (Office Admin)
Caution Money/ Security Deposit applicable <input type="checkbox"/> Yes <input type="checkbox"/> No			

Verified by Admin

identity of applicant verified as that of parent/ guardian

**Office Use**

Task	Remarks	By	On	Sign
TC No: _____		Fee Admin Exec		
MySchool ERP updated - Student archived		Fee Admin Exec		
eNACH cancellation email sent to JODO (Tuition and Transport)		Fee Admin Exec		
Tally updated by Accounts Department		Accounts Exec		
GR updated with withdrawal		Front Desk Exec		
Transport registers/ self-pickup updated		Transport Exec		

Verified OK. Please handover TC to the Parent/ legal guardian

\_\_\_\_\_  
HoS Signature

\_\_\_\_\_  
Date