

APPLICATION FOR WITHDRAWAL OF STUDENT FROM SCHOOL

Date :

To

The Principal
Mayo College,
Ajmer.

Dear Sir,

1. I would like to withdraw my ward(Name)
(Sch No House) with effect from
He is presently studying in Class

2. I am aware of the withdrawal and fee rules which are clearly mentioned in the Admission Form that was submitted by me at the time of admission. I understand that if a student withdraws from the School **between April and July**, school fees will be **charged up to 30 September of that Academic Year**. For withdrawals made **after 31 July**, the full fees for the academic year will be charged.

3. I have no objection to the school fees and other dues being charged by Mayo College, Ajmer, as per the school rules, regulations and financial guidelines regarding admission and withdrawal procedures.

4. You are requested to kindly issue the Transfer Certificate and finalize the account of my ward.

5. The Exit Form is attached, duly completed.

Warm regards.

(Signature of Parent)

Name

MAYO COLLEGE

EXIT INTERVIEW FORM

Affix Student's
Passport Size
Photograph here

1. Student's Scholar No :
2. Student's Name :
3. Class & House :
4. Duration at School : From To
5. Parents' Name :
6. Address :
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7. Contact No :
8. **Reasons for withdrawal (to be entered by the parent)**

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Date :

Name and Signature

9. **Housemaster’s Comment**

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(Name & Signature)

10. **Vice Principal / HMJS Comment**

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(Name & Signature)

11. **Remarks of the Principal (To be endorsed after the interview)**

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(Name & Signature)