

SCHOOL TRANSPORT SERVICE DEACTIVATION REQUEST FORM

Name of the student :

Enrollment Number : Class & Section :

Pick up Point :

Reason for Withdrawal :

Date of Application for Deactivation : Date from when Deactivation to be effective :

New Mode of dispersal : Private Car pool

Month till which Transport Fee payment done :

I understand that the amount refundable if any will be adjusted with the tuition fee currently due, if any or with the subsequent quarter tuition fees.

Note : Notice of discontinuation of transport services should be served at least one month in advance and should be submitted within the 3rd day of a month. Any application received after the 3rd day of a month would carry the period of notice forward till the end of the month following the month of submission of application of withdrawal.

Name of Parent : Signature of Parent :

For office use only

Transport Manager : Name : Signature : Date :

Class Teacher : Name : Signature : Date :

Co-ordinator : Name : Signature : Date :

Dispersal In-charge : Name : Signature : Date :

Approval of Head Mistress : Name : Signature : Date :

Approval of Principal : Name : Signature : Date :

Approval of CEO : Name : Signature : Date :

Application Processed & Verified by : Name : Signature : Date :

Remarks :