

# WITHDRAWAL FORM

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

The Principal  
Unison World School  
Kirsali Greens, Mussoorie Diversion Road  
Dehradun – 248009, Uttarakhand

Dear Madam,

My daughter/ward Miss \_\_\_\_\_ Admission No. \_\_\_\_\_  
is studying in class \_\_\_\_\_ at your School.

a. I would like to withdraw her from Unison World School due to (reason) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. I understand that I have to return all the ID Cards issued by the School to us on the passing out/leaving the School.  
The issue of Transfer Certificate as well as clearance of the student account will only be done thereafter.

c. I understand that I have to clear all dues as demanded by the School before collecting her from the School.

d. I request you to issue her Transfer Certificate after I have cleared her dues.

e. I will come to School to pick up my daughter/ward and all her belongings on \_\_\_\_\_ (Date).

f. I understand if all her belongings are not collected within fifteen days of her departure, the School has the right to discard her remaining possessions.

g. To refund the security deposit and the imprest balance, if any, Bank details are follows:  
**Please note name of the beneficiary should be parents only.**

i. Name of the beneficiary (Parents only – as appears in Bank Records):  
\_\_\_\_\_

ii. Address of the beneficiary: \_\_\_\_\_

iii. Bank Account No.: \_\_\_\_\_

iv. City of Bank: \_\_\_\_\_

v. Name of the Bank: \_\_\_\_\_

vi. Branch Name: \_\_\_\_\_

vii. Address of the Bank: \_\_\_\_\_

viii. Type of Account: \_\_\_\_\_

ix. IFSC Code: \_\_\_\_\_

x. MICR: \_\_\_\_\_

xi. Swift code: \_\_\_\_\_

xii. Mobile No.: \_\_\_\_\_

Thanking You,

Yours faithfully,

\_\_\_\_\_  
(Parent's/Legal Guardian's Signature)

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

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone (Landline with area code): \_\_\_\_\_

Mobile Number: \_\_\_\_\_