



WITHDRAWAL & TRANSFER CERTIFICATE (TC) POLICY 2017 -2018





Withdrawal & TC Policy- Version 1.0

Deepali Dabas

Counsellor

Amity School- Dubai

Srinivas Naidu

Founding Principal

Amity School- Dubai

Date: - 10th April 2017

Date: - 10th April 2017

Document History

Draft

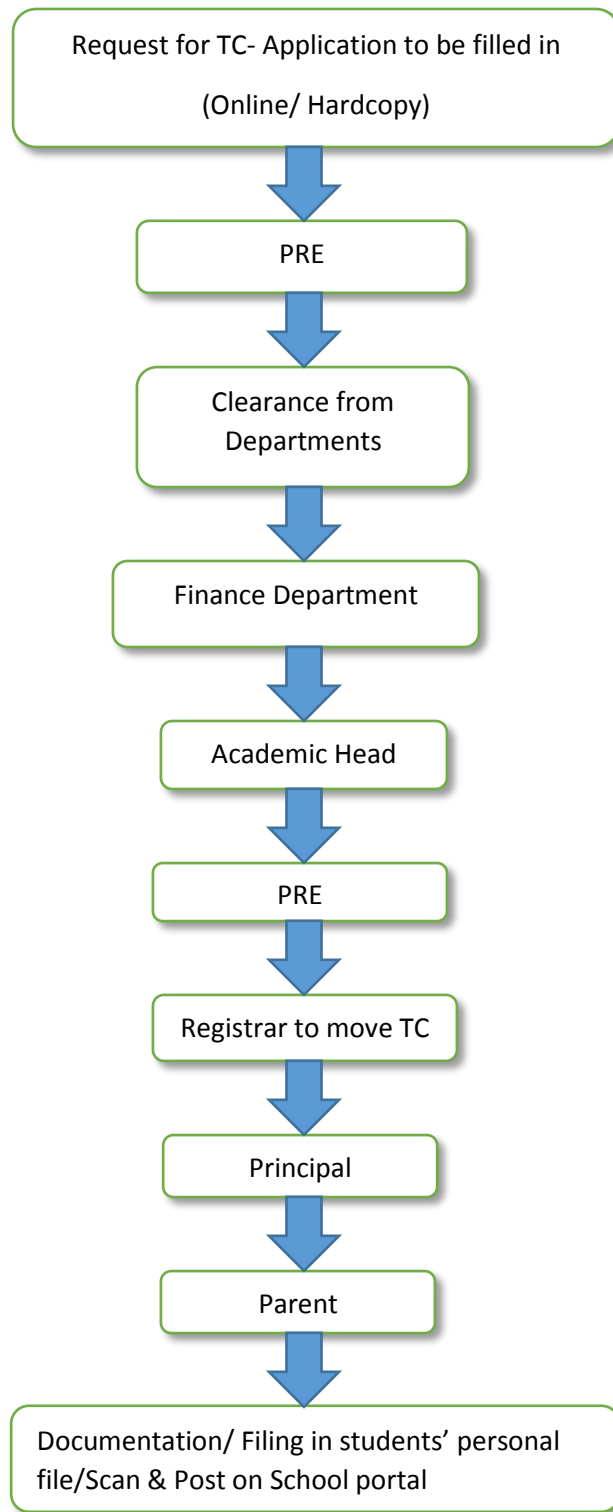
| Name | Designation | Date | Version No. | Revision Description |
|-------------------|-------------|----------------------------|-------------|----------------------|
| Ms. Deepali Dabas | Counsellor | 26 th July 2017 | 1.0 | |
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Review

| Name | Designation | Date | Version No. | Revision Description |
|--------------------|--------------------|---------------------------|-------------|----------------------|
| Mr. Srinivas Naidu | Founding Principal | 26 th Jul 2017 | 1.0 | |
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Approval

| Name | Designation | Date | Version No. | Revision Description |
|---------------------|-------------|----------------------------|-------------|----------------------|
| Dr. Vajahat Hussain | CEO | 15 th June 2017 | 1.0 | |
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- Existing students can be withdrawn from the school by personally visiting the PRE's office or by submitting online application. Refunds are as per school Refund policy (Refer to appendix 1).
- Withdrawal application will be considered complete only after submission of the TC form, TC fee and clearing all dues. No e-mail or any other communication will hold good for any withdrawal requests.
- Transfer Certificate processing requires 5 working days.
- Transfer Certificates applied at the end of an Academic year will be issued as per the scheduled mentioned by the school at the time of application.
- In case a child remains absent extensively without any intimation or continues to remain absent beyond the approved leave period, such names may get struck off from the school records with advice from AFM & Principal. Reinstating the same will be entertained as per CBSE guideline and paying off the fee as per KHDA Parent Student Contract and school refund policy (Appendices- 1).