



**HERITAGE GLOBAL SCHOOL
WITHDRAWAL FORM**

The Principal
Heritage Global School
Dhauj, Sohna Road
Faridabad

Date: _____

Dear Sir/Madam,

My Ward Miss/ Master _____ Admission No. _____ is
studying in class _____ at your School.

- a. I would like to withdraw him/her from Heritage Global school due to (reason)

- b. I understand that I have to clear all dues as demanded by the School before collecting him/her from the School.
- c. I request you to issue the Transfer Certificate after I have cleared his/her dues.
- d. I will come to School to pick up my ward and all his/her belongings on _____
(Date).
- e. I understand if all his/her belongings are not collected within fifteen days of his/her departure, the School has the right to discard remaining possessions.

Thanking You,
Yours faithfully

(Parent's/ Legal Guardian's Signature)

Name: _____

Address: _____

Telephone (Landline with area code): _____

Mobile No. _____

FOR OFFICE USE ONLY – Date of receiving form at school -----