

Refund & Withdrawal Request

FORM F-2

Read the Refund & Withdrawal Policy before submitting. Refunds go only to the original payer account.

STUDENT NAME		ADMISSION NO.
CLASS	DATE OF WITHDRAWAL	MODE
		☐ Day ☐ Residential
REASON FOR WITHDRAWAL		

REFUND DETAILS	
ACCOUNT HOLDER NAME (PAYER)	RELATION TO STUDENT
BANK NAME & BRANCH	IFSC
ACCOUNT NUMBER	
PAYMENT REFERENCE(S) / RECEIPT NO(S).	

ITEMS RETURNED

☐ ID card ☐ Library books ☐ Hostel items ☐ Sports kit (school-issued) ☐ Transport pass

I request withdrawal of my ward and a refund (if eligible) as per the school policy. I attach a cancelled cheque / bank proof of the payer account.

Parent / guardian	Accounts	Principal / Director
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FOR OFFICE USE ONLY		
REQUEST NO.	ELIGIBLE REFUND (AS PER POLICY)	PAID ON / UTR