



GYAN ANANT VIDYALAYA ATROULI

Updated withdrawals & Transfer Certificate Rules w.e.f April 5, 2023

Parents who wish to withdraw their ward must notify the Principal, in writing, or email of their intention at least one calendar month prior to the withdrawal of the student. If the withdrawal is at the end of the academic year it should be notified to the school office by the 1st March in writing. Any further delay would entail payment of 1st term fees for the next academic session.

A transfer certificate (TC) will be issued by the school only after receiving the No Dues clearance from the concerned department.

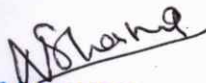
The student's name may be struck off from the school register, for long absence without intimation for non-payment of dues. All documents once submitted become the property of the school and shall be returned as per the rules.

The school leaving certificate will be issued by the office after 2 weeks of receipt of a written application post final result is announced and handed over to the parents in person only.

On receipt of approval from the Principal/ Director, a transfer certificate will be issued.

Transfer Certificate will not be issued under the following circumstances

1. The parent/guardian has failed to submit the Transfer Certificate from the previous school where the child has studied.
2. Failed to submit the Birth Certificate or Aadhar card of the ward from the Municipal Corporation of the area or Registration of Birth & Death.


Manager
Gyan Anant Vidyalaya
Atrouli, Ghaziabad


Principal
Gyan Anant Vidyalaya
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3. The dues pertaining to the school have not been paid.
4. Transfer Certificate (TC) will not be issued during summer vacation and on gazetted Holidays.

Students may be asked to leave the school on the following grounds

1. Non-payment of School Dues.
2. Parents repeatedly not meeting the teacher in the school when called.
3. Using unfair means in any examination or attempting to influence any teacher- Consistent or unsatisfactory progress in studies.
4. Misconduct of harming others.
5. Any two detentions.

However, transfer cases of government employees, army personnel, and any other emergency cases will be considered on merit by the management.

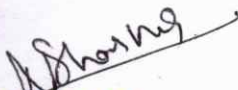
Admission fees once paid will not be refunded.

UNDERTAKING

I have read and understood the rules and I declare that I shall abide by these rules and other rules laid by the school from time to time and that the same will be binding on my ward.

Mother's/ Father's/ Guardian's Signature _____

Date - _____


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