



Transport withdrawal Policy (Effective 1st October 2016)

The following is the procedure and policy to be followed for withdrawal of Transport facility at Lancers International School to be implemented with effect from 1st October , 2016.

1. The request for withdrawal shall be filled in a prescribed form available at the school reception or may be obtained via mail from one of the school facilitators.
2. All requests for withdrawal of students are to reach the school by the following dates for each of the financial quarters as below:

<u>Quarters</u>	<u>Last date for submitting withdrawal notice</u>
Quarter 1 – 1 st August to 31 st October	31 st October
Quarter 2 – 1 st November to 31 st January	31 st December

3. In case student wish to withdraw in mid of the Quarter 1/ at the end of Quarter 1 i.e. from **1st August to 31st October** or in mid of the Quarter 2/ at the end of Quarter 2 i.e. from **1st November to 31st January** , the withdrawal request should be notified in writing on or before **31st October for Quarter 1** and **31st December for Quarter 2.**
4. After applying for withdrawal, the student can continue to use the Transport facility until the last date of that quarter.
5. **No requests for withdrawal of Transport facility will be accepted after the 31st December for the remaining part of the school session and availing the facility along with the payment for the next quarters then becomes mandatory.**
6. If a student has to discontinue availing Transport facility from the start of the new session then the information for the same should be provided to the school before the 1st of July.

Accounts Department

Lancers International School