

## Withdrawal Procedure

1. Parents desirous of withdrawing their ward must notify the Principal in writing of their intention and apply one calendar month prior to the withdrawal of the ward, failing which one month's Annual charges and Tution fee in lieu of notice will be charged.
2. Transfer certificates will be issued to the children leaving Blue Bird High School on the payment of Rs.100/-
3. Duplicate documentation can be made on a fresh payment of Rs. 100/- .
4. School maintains a record of every student for three years only.
5. Report cards and Transfer certificates will be issued once all the dues are paid .
6. No dues forms must be obtained from all the departments and be submitted at the office for clearance certificate .
7. For getting any kind of documentation made, school needs a time of atleast two working days for its processing.