



Woodlem Park School

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STUDENT WITHDRAWAL / CANCELLATION FORM

For Office Use	ADMISSION NUMBER : _____ DATE: _____ DHS: _____
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To be filled by the parent

NAME OF THE STUDENT: _____
ADMISSION NO: _____ CLASS: _____ DIV: _____ LAST DATE OF ATTENDANCE: _____
REASON FOR LEAVING: _____
TRANSFER TO ANOTHER SCHOOL IN AJMAN/ UAE/ABROAD (If within U.A.E. state the name of the School) _____
NAME OF FATHER/SPONSER: _____
CONTACT NUMBER: _____ DATE: _____
SIGNATURE: _____

For Office use only

Class Teacher:	Last date of Attendance:
Total attendance for the academic year:	Out of :
Signature:	Date:
Head of Section:	Date:
Library In Charge:	Date:
Accounts Department:	
All School dues cleared/ fines if any settled : Yes/No Yes/No	Inside UAE TC/Outside UAE TC Fee Stopped:
Signature :	Date:
Principal:	Date:
Administration:	
Student Data updated in ERP by :	Signature : _____ Date: _____

- ❖ Tc charges for within U.A.E and outside U.A.E is AED 30/-
- ❖ Tc need to be prepared and attested from MOE and it may takes 2 to 3 weeks.
- ❖ All dues to up to application date need to be cleared before processing the TC application.