



**Grammar School**



## Transport Cancellation Form

Date \_\_\_\_\_

**For Parent**

Academic year \_\_\_\_\_ \*Student ID \_\_\_\_\_ Grade – Section \_\_\_\_\_

\* Student Name \_\_\_\_\_

\* Bus No \_\_\_\_\_ Bus Stop Name \_\_\_\_\_

\* Stop Transport with effect from Date \_\_\_\_\_ \* Reason for Cancellation \_\_\_\_\_

I have read and understood the below Term and Conditions and confirm my acceptance.

**Parent's Name and Signature** \_\_\_\_\_

**Mobile No.** \_\_\_\_\_

**For Office Use Only**

Request Received Date \_\_\_\_\_ Request approved date by Transport Head \_\_\_\_\_ Date of ERP updating \_\_\_\_\_

**Recommendation of Account Department** \_\_\_\_\_

**Approval of School Principal / Vice Principal** \_\_\_\_\_

**Term and Conditions: -**

1. Transport withdraw / discontinue request to be submitted at least 30 days in advance.
2. No partial withdrawal during a term is permissible except on long absence from school which is to be certified by the Head of School/Principal.
3. Transport fee is charged and to be paid for a term.
4. In case of discontinuation due to Transfer from school or moving out of the country, 21 days' notice period must be provided to the Transport Department using the discontinuation form. Fees will be paid till the month the child uses the transport including the notice period. If the child wishes to discontinue the service immediately, 1 month's charge will be applicable, and the refund will be done for the succeeding months only.

**Acknowledgement**

**Received application for discontinuation of transport service for –**

Name ..... Student ID ..... Effective Date .....