



MANVI PUBLIC SCHOOL

Affiliated to C.B.S.E

Block C-7, Sector-7, Rohini, Delhi-110085

Visit : www.manvipschool.edu.in  Manvi Public School

30.11.2022

MPS/2022-23/40

Dear Parents

This is to inform that those who wish to withdraw their ward's name from the school must inform via **written application to the Class Teacher**.

All parents need to follow certain procedure to withdraw name of their ward:

- ❖ A written application must be submitted before **31st March, 2023** otherwise fee of one month will be charged.
- ❖ Oral communication or information by email will not be accepted.
- ❖ In case the application is received on **April 1st**, then also one month fee will be charged.
- ❖ School Leaving Certificate will be issued within 7 working days only after the clearance of all dues Including Monthly fee and Activity Charges.
- ❖ All dues must be cleared on or before **15th February, 2023** to avoid any inconvenience.

Thanks and Regards

MPS