



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

Ph. Nos. # 27046989, 27045080



12.02.2024

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, 2024** 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 25th February, 2024** to avoid any inconvenience.

Thanks and Regards

MPS