



Al Sadiq Islamic English 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