



RAGHUNATHPUR SUDHAMONI MEMORIAL SCHOOL

Sudhamoni Avenue, Behind Raghunathpur College, P.O.- Sanka,
PS.- Raghunathpur,, Dist - Purulia, West Bengal, Pin-723121

+91-9932543655
+91-8101172203
sudhamonischool@gmail.com
www.smmemoriaischool.co.in

Steps for Withdrawal

➤ 1. Contact the School Administration:

Reach out the administrative office of the Raghunathpur Sudhamoni Memorial School campus that your child attends.

➤ 2. Submit an Application:

An application for withdrawal should be made by providing application in writing to the principal. We do not accept oral information.

➤ 3. Clear All Dues:

The school will process the withdrawal only after all outstanding fees and other financial obligations are cleared.

➤ 4. Wait for the Transfer Certificate (TC):

Once the application is submitted and all the dues are settled, the school will do the withdrawal process.

- a) The Transfer Certificate is a school-leaving certificate that confirms your child's attendance.
- b) It usually takes 10-15 working days for the TC to be ready.

➤ 5. Collect the TC:

The school will inform you when the TC is ready for collection from the School Office. A small administrative fee is applicable for the TC's issuance.

Principal

Raghunathpur Sudhamoni Memorial School

President

Raghunathpur Sudhamoni Memorial School