



# Oaktree Primary School



## Bus Cancellation Form

Date \_\_\_\_\_

**For Parents**

Sr. No.	Students ID/EN	Student Name	Class	Section
1				
2				
3				
4				
5				
6				

Bus No \_\_\_\_\_ \*Stop Transport with effect from Date \_\_\_\_\_

\* Reason for Cancellation \_\_\_\_\_

In case of student's withdrawal during the term from the school bus, The transportation refund fees will be calculated as per the MOE Bylaw. I have read and understood Term & Conditions related to the school transport and confirm my acceptance

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

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

**For Office Use Only**

Request Received Date \_\_\_\_\_ Request approved date by Transport Head \_\_\_\_\_

Start Service Date \_\_\_\_\_ Stop Transport with effect from Date \_\_\_\_\_

Assistant Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Transportation Head comment: \_\_\_\_\_

Transportation Head signature: \_\_\_\_\_