

**FORM FOR WITHDRAWAL OF CANDIDATURE**

**Secondary School (Annual / Supplementary) Examination, 201.....**

**Note: This form is to be filled in and submitted to the Controller of Examinations so as to reach him not later than 14 days before the commencement of the examination whereafter no claim for refund of fee will be entertained. Names of all candidates sought to be withdrawn, under the rules, should please be included in this withdrawal form.**

To

The Controller of Examination, Board of Intermediate & Secondary Education, Gujranwala.

No: \_\_\_\_\_

Dated: \_\_\_\_\_

Dear Sir,

I hereby withdraw the name of the candidate/s mentioned under headings below. His / Her / Their 'Roll No/s' has/have not been received/are returned herewith.

For shortage of attendances or unsatisfactory class work.			For other reasons i.e. Struck off from the School Rolls under departmental rules or rusticated from the School, in which Case Admission fee is not refundable		
Roll No	Name of Candidate/s	Reasons, (State whether deficiency not made up or un-satisfactory class work)	Roll No	Name of Candidate/s	Remarks

Enclosure.

1. Roll Number slips of Roll Number \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total: \_\_\_\_\_

Yours faithfully,

*Signatures of Principal / Head Master / Head Mistress*

\_\_\_\_\_ *High School*

**Note: This form can be sent by the institution even before the receipt of Roll No/s. of those candidates, whose names are to be withdrawn.**

# **RULE FOR WITHDRAWAL OF ADMISSION FORMS**

**Rule 12.1** An admission form of a candidate once submitted may be withdrawn by the Head of an Institution only under the following conditions:-

- (i)** When a candidate has been sent up provisionally on account of shortage of attendances and that shortage has not been made up or condoned in accordance with the rules.
- (ii)** If the attendances of a candidate run short of the required percentage although his/her name had previously been forwarded by the Head of institution to appear in the examination and the shortage is not condoned or is so much as cannot be condoned in accordance with the rules.
- (iii)** When a candidate's name has been struck off the rolls of an institution for non-payment of college/school dues provided such action has been taken before the commencement of the examination.
- (iv)** When a candidate has been rusticated or expelled or his character certificate has been withdrawn for misconduct before the conclusion of the examination.

**Rule 12.2** A candidate may be sent up provisionally if he is likely to make the grade in respect of satisfactory class work by the end of the session, failing which his name may be withdrawn 14 days before the commencement of the examination.