

Date: _____

To,
MSB Private School
Dubai, UAE

Dear Sir/Madam,

I, _____ (parent name) would like to request the school transport department to kindly accept my application for (tick whichever is applicable):

New request for bus service effective from (date) _____ to (date) _____.

Change of location effective from (date) _____ to (date) _____.

Discontinuation of bus service effective from (date) _____ to (date) _____.

(Please enter NA if not applicable.)

Child(ren)'s details:

	First name	Middle name	Last name	Reg. no.	Year group
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

Please provide pick-up and drop details below:

Building name: _____ Makani no.: _____ Area: _____

City: _____ (UAE) Pick-up and drop point: _____

Parents' contact details:

Mother's name: _____ Mobile no.: _____

Father's name: _____ Mobile no.: _____

Note:

- Request for new transport or change of location will be accepted based on the availability of seats.
- Minimum 2-month advance notice to be given for discontinuation of the bus service.

I hereby accept that in case there are not enough seats, the school has the right to keep the application pending.

Yours sincerely,

.....
(Parent signature)

For office use only

Driver acknowledgement:

Morning bus no.: _____ Driver name: _____ Signature _____

12:00 pm bus no.: _____ Driver name: _____ Signature _____

01:50 pm bus no.: _____ Driver name: _____ Signature _____

03:50 pm bus no.: _____ Driver name: _____ Signature _____

Accounts department:

New transport request:

a. Zone _____ No. of months _____ Fees receivable _____

Change of location:

b. Old zone _____ No. of months _____ Fees receivable _____

c. New zone _____ No. of months _____ Fees receivable _____

Discontinuation:

a. Zone _____ Fees payable till _____