

APPLICATION FOR L.C AND REFUND OF CAUTION MONEY

STUDENT'S NAME : _____

ADMISSION NO : _____

CLASS: _____, ACADEMIC YEAR: _____, SECTION: _____

(For office use only)

	Date	Sign
1. W/D application received in Front office	_____	_____
2. Application received by Admin Dept.	_____	_____
3. Application received by A/C Officer	_____	_____
4. Tuition Fee A/C. (Any Due) Rs. _____	_____	_____
5. Transport Fee A/C. (Any Due) Rs. _____	_____	_____
6. Librarian (For any Dues) Rs. _____	_____	_____
7. Application received by System Dept.	_____	_____
8. Application received by Class Teacher	_____	_____
9. Application received by Class rep.	_____	_____
10. DISE No : _____		

School Leaving Certificate No.: _____

Caution Money Amount: _____

Accountant: _____

Vice Principal/In charge/H/M.: _____

PRINCIPAL

From :

(Parent's Name) : _____

Address: _____

Contact No.(s) : _____

Email Id. _____

Date: _____

To
The Principal,
Delhi Public School,
Bopal, Ahmedabad.

Sub : Application for Withdrawal / L.C. and refund of caution money.

Respected Sir,

This is to inform you that my ward, **(Name)** _____
Is/was studying in **Class** _____, **Section** _____ in your school and his /her **Adm. No**
is/was _____. I would like to withdraw him/her from your school. I would also like to request you
to issue me the cheque* of fee refund/caution money (If any) in favor of **(USE BLOCK**
LETTERS) _____ Further I have no objection if the
caution money is adjusted against any dues or outstanding on my ward's name. Therefor you are
requested to issue me the **L.C.** of my ward and oblige.

He/She has studied the following subjects during the last year:

(1) _____ (2) _____ (3) _____ (4) _____ (5) _____

Second / Third Language (If any) : _____

The reason for withdrawal is given below:

*The Caution Money cheque will be issued after 15 working days of application and to be collected personally
or by sending someone with an authority letter.

*Transferring/Moving to **School name:** _____ **City:** _____

Thanking You,

(Sign. of the Father)

(Sign. of the Mother)

(Sign. of the Guardian)