



**APPLICATION FOR TRANSFER CERTIFICATE**  
**(FOR SESSION-\_\_\_\_\_)**

Date:.....

Dear Madam,

My ward.....Class..... Sec.....Admission No .....  
is studying in school, since.....(Year of Joining)

I request you to issue the following documents:

- \*Transfer Certificate  
(Please Note, for TC one month advance notice is required to be submitted to the school office.)
- Report Card
- Registration Card of CBSE (Applicable for Classes IX-XII)

I request you to refund the Caution Deposit paid at the time of admission for which:

- The original receipt dated..... for refund of Rs.....being Caution Money is enclosed.

I declare that the original receipt for Caution Deposit has been misplaced by me and an undertaking to this effect is enclosed.

- Status of fee payment : Composite Fee :.....Transport Fee.....
- Reason for withdrawal .....
- Any other Remarks.....

Signature .....

Father's /Mother's Name .....

Address .....

Mobile No. ....

Class Teachers Remark:.....

VPL/HM's Remark.....

Principals Signature:.....

**PS: This form can be downloaded by the parent from school website and submitted via e-mail/ By Hand in to the school office.**

**UNDERTAKING**  
**FOR REFUND OF CAUTION MONEY**

- My ward .....Admission No .....is/was a student of your school in Class ..... Sec.....Year ..... His/Her Caution Money of Rs.....may please be refunded.
- The original receipt for Caution Money is **enclosed / has been lost and is not available.**
- In case the original receipt is found later I will deposit the same in the school and will not use it for any other claim.

Signature .....

Father's /Mother's Name .....  
(In Capital Letters)

Address .....

Mobile No. ....

**NEFT MANDATE FORM**

Name of the Bank Account Holder (Only Father's/Mother's Name In Capital Letters)	
Bank Name and Address :	
Account Type	Savings <input type="checkbox"/> Current <input type="checkbox"/>
Account Number	
IFSC Code	

- I have enclosed the following document to this effect (**Please ✓ options given below**)

a. Cancelled Cheque Leaf <input type="checkbox"/>	b. If cheque is not having the name of bank account holder then photocopy of the passbook containing details of BANK ACCOUNT and IFSC Code <input type="checkbox"/>
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Date:

Signature of the Bank Account Holder