

**APPLICATION FOR L.C / CANCELLATION OF ADMISSION AND  
REFUND OF CAUTION MONEY**

STUDENT'S NAME : \_\_\_\_\_

ADMISSION NO : \_\_\_\_\_

CLASS: \_\_\_\_\_, ACADEMIC YEAR: \_\_\_\_\_, SECTION: \_\_\_\_\_

**(For office use only)**

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

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. /cancellation 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 fee refund/caution money\* (If any/As applicable) in bank account for which I am enclosing copy of cancelled cheque. 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 (as applicable) will be processed through NEFT/Bank Transfer after 15 working days of SLC issued date. Please attached the copy of cancelled cheque for caution money.

\*Transferring/Moving to **School name:** \_\_\_\_\_ **City:** \_\_\_\_\_

Thanking You,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(Sign. of the Father)**

**(Sign. of the Mother)**

**(Sign. of the Guardian)**