



**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)

	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 Due) 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,
Ved School for Excellence,
Pethapur, Gandhinagar.

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)