

Headmistress  
Navy Children School  
Karanja

**APPLICATION FOR TRANSFER/ SCHOOL LEAVING  
CERTIFICATE AND REFUND OF CAUTION DEPOSIT**

Dear Sir/ Madam,

Please issue Transfer/ School Leaving Certificate of my son/ daughter along with Caution Deposit. Necessary particulars are given below:-

1. Name of the Student: \_\_\_\_\_
2. Admission No: \_\_\_\_\_  
Class: \_\_\_\_\_ Section: \_\_\_\_\_
3. Father's Name: \_\_\_\_\_
4. Mother's Name: \_\_\_\_\_
5. Date of Birth: \_\_\_\_\_
6. Nationality and Religion: \_\_\_\_\_
7. Whether SC/ST/OBC etc: \_\_\_\_\_
8. School dues cleared up to: \_\_\_\_\_
9. Reasons for withdrawal: \_\_\_\_\_
10. Date of withdrawal: \_\_\_\_\_

(Parent/ Guardian's Signature)

Dated: \_\_\_\_\_ Name: \_\_\_\_\_

**CLEARANCE**

- (a) Librarian: \_\_\_\_\_ (for Classes III to X only)
- (b) Fee-in-Charge: \_\_\_\_\_ (for all classes)
- (c) NCC: \_\_\_\_\_ (for classes VIII & IX)
11. Attendance as on date: \_\_\_\_\_

(Signature of the Class Teacher)  
Date: \_\_\_\_\_

**Note:** Refer to page no.

**Bank details of the parent for the refund of caution money**

**Cheque in favour of:** \_\_\_\_\_

**Account number:** \_\_\_\_\_

**Name of the Bank:** \_\_\_\_\_

**IFSC Code:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Parent's name** \_\_\_\_\_

**Phone/Mobile no.** \_\_\_\_\_