

ARMY PUBLIC SCHOOL, PUNE
Application for withdrawal of the Transfer Certificate
(To be filled in by the Parent)

DATE OF APPLICATION : _____
Name of the Pupil : _____
Fathers Name with Rank : _____
Present Address : _____
Forwarding Address : _____
Class/Div in which studying : _____
Reason for Leaving : _____
*Date of pupil's last attendance of the School : _____
Specify the school in which the student is going to take admission: _____

Parents Signature

(to be filled in by the class teacher)

Class/Div in which studying: _____
Subjects studied, stating in each case compulsory or elective: _____
School Annual Examination last taken (Class with result): _____
Whether the pupil has passed the Craft subject or not: _____
Month up to which fees have been paid: _____
Whether the pupil was in receipt of any fee concession? If so nature of concession:- _____
Date of Pupil's last attendance at the School _____
Number of school days upto the date _____
Number of school days the pupil attended _____
Whether NCC Cadet/Boy Scout/Girl Guide: _____
Games played and other co-curricular activities in which the pupil usually took part, with degree of Proficiency attained _____
Remarks if any _____ :

Class Teachers Signature

Student to take Clearance From

Library: _____ PT Teacher: _____
Science Laboratory: _____ 752 TPT Coy (for Army Bus): _____

* TC will be given only after all dues are cleared and two days after the last attendance of the pupil in the school. The application for TC must be submitted at least 8 days before the last attendance of the pupil in the school.

Please attach Xerox copies of School fees and Bus fees (School bus) receipts with TC Form.

From (Father's Name and Posting Address) Attach with form.

With Bank Details Photo Copy/ Cancelled Cheque & Latest fee receipt.

Mobile No. _____

Email ID _____

To,

The Principal
Army Public School, Pune

REQUEST OF REFUND OF SECURITY DEPOSIT

Madam,

1. I wish to submit the following for the favourable action that my ward named _____ was admitted in your school on _____ at present studying in Class _____. At the time of admission I had paid Rs. _____ (Xerox copy of the receipt attached) as Security Deposit. You are therefore, requested that the same may please be refunded.

Thanking you.

Yours faithfully

(Signature of Parent)

FOR OFFICE USE ONLY

T.C No. _____

Register No. _____

Date of Deposit _____

PRINCIPAL

RECEIPT

Received a sum of Rs. _____ from the Army Public School, Pune towards refund of Security Deposit of my Ward _____.

Signature of Parent

FOR OFFICE USE ONLY

Fees paid for Qtr _____

Fees Collect upto _____

To Refund

Annual Charges

Library _____
Building _____
Exam & stationery _____
Games & sports _____
Play Way Equipment _____
School Magazine _____

Total _____

Fees Refund

Tuition Fees _____
Pupil Fund _____
Computer Fee _____
Tal Fee _____
Science Fee _____
Informatics Fee _____

Total _____

Grand Total:

SD	ANN CH	FEES	TOTAL

Signature: _____