

**ARMY PUBLIC SCHOOL, PUNE**  
**Application for 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 with Bank Details Photo Copy / Cancelled Cheque & Latest fee receipt**

From (Father's Name and Posting Address)

\_\_\_\_\_

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.ZX

Thanking you.

**Yours faithfully**

**(Signature of Parent)**

\_\_\_\_\_

**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**

T.C No. \_\_\_\_\_  
Register No. \_\_\_\_\_  
Date of Deposit \_\_\_\_\_

**PRINCIPAL**

**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: \_\_\_\_\_