

**AIR FORCE SCHOOL, VSN**  
**APPLICATION FOR TRANSFER /SCHOOL LEAVING**  
**CERTIFICATE**

TO  
The Principal  
AF School VSN  
Nagpur – 7

Dear Madam,

Kindly issue me the leaving certificate of my son/daughter/ward as per details given below:

NAME OF THE STUDENT : \_\_\_\_\_  
MOTHER'S NAME : \_\_\_\_\_  
FATHER'S NAME : \_\_\_\_\_  
DATE OF BIRTH : \_\_\_/\_\_\_/\_\_\_ CLASS/SECTION: \_\_\_\_\_  
DATE OF LEAVING SCHOOL : \_\_\_\_\_  
REASON OF LEAVING SCHOOL : \_\_\_\_\_  
DATE OF APPLICATION : \_\_\_\_\_

SIGNATURE OF PARENT

FOR USE BY THE SCHOOL STAFF

All Fees including one-month notice have been paid

FOR CLASS TEACHER

Class Teacher \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date of Admission \_\_\_\_\_ Class admitted \_\_\_\_\_

Adm & Reg No. \_\_\_\_\_ No. of working days/present \_\_\_\_\_

Contact No. \_\_\_\_\_ Application given \_\_\_\_\_

Fees paid up to \_\_\_\_\_ All books returned \_\_\_\_\_ Name cancelled from register \_\_\_\_\_

1. Leaving Certificate is issued until all pending due of school have been cleared.
2. Leaving certificate will be posted to the given address if a stamped envelop is provided
3. One-week notice is necessary for withdrawal of T.C.

SIGNATURE  
CLASS TEACHER

SIGNATURE  
PRINCIPAL

SIGNATURE  
OI/C AF SCHOOL

**AIR FORCE SCHOOL VAYU SENA NAGAR NAGPUR**  
**STUDENTS CAUTION MONEY REFUND VOUCHER**

Voucher No; \_\_\_\_\_

Sir,  
 I have the honour to state that my ward Miss/Mas \_\_\_\_\_ is a student of class \_\_\_\_\_ at your school . Since I am withdrawing my child from school due to (reason) \_\_\_\_\_ I may please be refunded the students caution money deposited against his name ( original copy of the receipt enclosed for reference). The details of the caution money deposit are as following :

Adm No	Reci No.	Reci Date	Name of the Child	Parents Particulars	Amt (Rs/-)

(Signature of the Parent)

Date : \_\_\_\_\_ Rank & Name : .....

**REMARKS BY CLASS TEACHER, i/c LIBRARY**

Certified that the above detail pertaining to the student is correct as per the records held at the school and nil/ following dues are outstanding against the students.

(Signature of i/c Library)	(Signature of Clerk)	(Signature of Class Teacher)
Name: _____	Name: _____	Name: _____
Date : _____	Date: _____	Date: _____

**REMARKS BY HEADMISTRESS**

**REMARKS BY OI/C AF SCHOOL**

**Recommended/Not Recommended**

**Approved/Not Approved**

(Signature of the Principal)	(Signature of Oi/c AF School)
Date : _____	Date : _____

**ACKNOWLEDGEMENT FOR RECEIPT OF REFUND BY PARENT**

Received with thanks an amount of Rs \_\_\_\_\_/- ( Rupees \_\_\_\_\_ only) by cash/Cheque No. SBI/VSN \_\_\_\_\_ dtd \_\_\_\_\_ against refund of students caution money for the receipt no. \_\_\_\_\_ dtd \_\_\_\_\_ in respect of my ward \_\_\_\_\_.

Date :	Signature of the Receiver	Sign of I/C
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**Particulars of receiver:**

Name of account holder : \_\_\_\_\_  
 A/c No: \_\_\_\_\_ Name of bank: \_\_\_\_\_

Refund Sl.No. \_\_\_\_\_ Date : \_\_\_\_\_