

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

To  
The Head Mistress  
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 envelope is provided
3. One-week notice is necessary for withdrawal of T.C.

SIGNATURE  
CLASS TEACHER

SIGNATURE  
PRINCIPAL

SIGNATURE  
O/C AF SCHOOL

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

Voucher No:.....

Sir,

I have the honor 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	Cat	Reci No.	ReciDate	Name of the student	Name of Father / Mother	Amt (Rs/-)

**AMOUNT TO BE REFUNDED**

Caution Money	Development Fees	Tuition Fees	Other Annual Charges	Total

(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.

(Sign of Class Teacher)

(Sign of Librarian)

(Sign of Admin)

Name:

Name:

Name:

Date:

Date:

Date:

**REMARKS BY PRINCIPAL**

**Recommended/Not Recommended**

(Signature of the Principal)

Date:

**REMARKS BY OI/C AF SCHOOL**

**Approved/Not Approved**

(Signature of Oi/c AF School)

Date:

**BANK DETAILS BY PARENTS**

Name of Account Holder/ Parent	Bank Name & Address	Account Number	IFSC Code	Mobile Number	Transaction ID & Date

Sign of Accountant