

**FORM OF APPLICATION FOR SCHOOL LEAVING CERTIFICATE**

To  
The Principal  
Air Force School,  
Agra. \_\_\_\_\_ Date \_\_\_\_\_  
Dear Madam,

Kindly issue me the School Leaving Certificate for my daughter/son. The necessary details are given below:

Admission No \_\_\_\_\_  
First Name \_\_\_\_\_ Surname \_\_\_\_\_  
Father's Name \_\_\_\_\_  
Mother's Name \_\_\_\_\_  
Class in which studying and section \_\_\_\_\_  
Date of leaving the school \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Present Address \_\_\_\_\_  
\_\_\_\_\_

Signature of Parents/Guardians \_\_\_\_\_

1. Notice is to be given before the withdrawal of the pupil or one month's fee to be paid in lieu of notice.
2. No School Leaving Certificate is given until all dues to the School have been paid in full. (Clearance Form to be filled & duly signed).

**CLEARANCE**

IC SUPW \_\_\_\_\_ IC CHM/LAB \_\_\_\_\_  
IC Library \_\_\_\_\_ IC PHY/LAB \_\_\_\_\_  
IC Games \_\_\_\_\_ IC BIO/LAB \_\_\_\_\_  
IC NCC \_\_\_\_\_  
Class Teacher \_\_\_\_\_ Accountant \_\_\_\_\_

(FOR OFFICE USE ONLY)

Adm No. \_\_\_\_\_  
Class \_\_\_\_\_  
Page No. \_\_\_\_\_  
Session \_\_\_\_\_ 20\_\_\_\_

**APPLICATION CUM PAYMENT VOUCHER FOR REFUND OF CAUTION MONEY**

1. I (Name as per bank account) \_\_\_\_\_  
F/o / M/o / Master/Miss \_\_\_\_\_  
Class \_\_\_\_\_ section \_\_\_\_\_ has  
paid Rs. \_\_\_\_\_ as caution money vide  
receipt No. \_\_\_\_\_ dated \_\_\_\_\_ Now I am leaving  
the school and have applied for T.C.  
2. I therefore, request that Caution Money may please be refunded  
to me. My bank details are as follows :  
Bank Name \_\_\_\_\_  
A/c No. \_\_\_\_\_ (M) : \_\_\_\_\_  
IFSC Code No. \_\_\_\_\_

Dated : \_\_\_\_\_ Signature of the Applicant \_\_\_\_\_

Remarks of TC Clerk \_\_\_\_\_ Remarks of Accountant \_\_\_\_\_

APPROVED / NOT APPROVED

PRINCIPAL'S Signature \_\_\_\_\_  
Executive Dir.  
AF SCHOOL,  
Agra

Received Rs. \_\_\_\_\_ vide Cheque No. \_\_\_\_\_ /NEFT  
dated \_\_\_\_\_

DATED : 201 \_\_\_\_\_  
SIGNATURE of Receiver