



BAL BHARATI PUBLIC SCHOOL

Plot No. 5, Sector-4, Kharghar, Navi Mumbai- 410210 Tel. 27742773 / 27741641

APPLICATION FOR TRANSFER / LEAVING CERTIFICATE

Name of the Student: (as per School record) Master/Miss _____ Class / Sec _____

Father's Name: _____ Mother's Name _____

Student's Aadhar no. _____ Date of birth _____ Mother Tongue _____

Nationality _____ Religion _____ Caste / Sub caste _____ Place of birth _____

Date & Class of Admission: _____ Previous School's Name : _____

Last date of school attendance: _____ Date of Submission of Application: _____

Reason for taking the T.C _____ Name of the School & Place seeking admission _____

Signature of Father _____ Signature of Mother _____

Mobile no. _____ Mobile no. _____

*(Signatures of both parents are compulsory for legal reasons)

*(Those who are member of Scheduled Caste or a Tribe or a Community Classified as Backward Class by the State Government are required to provide Caste Certificate copy)

Note :

- 1) If either parent is not available for signing the Application form, then such parent should give NOC / Authority letter to the other parent.
- 2) TC application will be processed only after school's dues (Fees, Library, Labs. etc.) are cleared. A student has to clear all dues up to the date of withdrawal before the issue of TC. The fees are payable for the month in which the student's name is on the rolls of the school
- 3) TC will be issued only after 20 working days from the date of application and subject to point (2) above.
- 4) T.C will be issued only to mother/ Father/ Student or a person authorized in writing (proof would be required).

For Class- XII Students - TC, Caution money & other relevant documents will be issued all together after Board results out.

For office use only –

Student's Adm.No. _____

Last date of school attend. _____ No. of days attended by student _____ Total working days _____

General / RTE student _____ Pass / Fail / Studying _____

Subjects offered _____

I have read & noted above information filled by parent & found correct.

Class teacher's Name & Signature _____ Date _____



BAL BHARATI PUBLIC SCHOOL, NAVI MUMBAI

APPLICATION FOR CAUTION MONEY REFUND

SCHOOL'S COPY

Name of the Student: Master/Miss _____ Class / Sec _____

Father's Name: _____ Mother's Name _____

Date of Submission of Application: _____ Last date of school attendance: _____

Amount of Caution Money paid Rs. 6000/- Last fee paid for the period _____ Amount _____

Account holder's Name in which amount to be transferred: (ONLY PARENT A/C) _____

Bank Name _____ Account No: _____ IFSC Code _____ Branch _____

Parent's Mob. No: _____ E mail Id _____

I hereby agree to get the caution money transferred to my above-mentioned bank account.

Signature of Father _____ Signature of Mother _____

Following documents are required to attached along with the form for claiming Caution Money:

- 1) Cancelled Cheque of the above account (Account holder's name should be printed on the cheque)**
- 2) Original admission receipt (if not available an undertaking on stamp paper has to be produced)**
- 3) Copy of last fee paid receipt (if not available copy of bank statement to be produced)**

Date of acceptance with signature: _____ (For Office use only)

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BAL BHARATI PUBLIC SCHOOL, NAVI MUMBAI

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ACKNOWLEDGEMENT RECEIPT

Date _____

Name of the Student: **Master/Miss** _____ Class / Sec _____

Following documents have been received from Mr./ Mrs. _____

1) Application for Transfer / Leaving certificate

2) Application for Caution money refund

Note : Caution money will be transferred (RTGS) to your mentioned A/C within 30 days after date of collection of TC

Receiver's Signature with date _____ (for office use only)