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|  **Indirapuram Public School Girls** |  |
|  **Urja Nagar, R.K Puram, Danapur, Khagaul , Patna- 801105** **www.ipsgirlspatna.com** |

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**FORM OF APPLICATION FOR SCHOOL LEAVING CERTIFICATE**

**& REFUND OF THE CAUTION MONEY (if applicable)**

**The Principal DATE: …………………….**

**Indirapuram Public School Girls**

**Urja Nagar, Danapur Khagaul Road**

**Patna Application No.: ………**

Dear Sir/Madam,

Please furnish me with the School Leaving Certificate of my child/ward. The necessary particulars are given below:

Full Name of the child: ………………………………………………………………………………………

Admission No.: ………………………… Class & Sec.: ………………… Session: …………….……

**Reason of leaving the school (please tick the appropriate):**

1. Transfer of Parent from one district to another
2. Health Problem
3. Expulsion of student on disciplinary grounds
4. Any other reason……………………………………………………………………………………….

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| **CAUTION MONEY DETAILS** |
| **Whether deposited at the time of admission** | **YES/NO** |
| **If yes, Amount**  | **Rs.**  |
| *Please submit a cancelled cheque to which favour the caution money would be refunded.*  |

**We (parents) abide by the rules & regulations of the school which are cited below:**

1. Filling of this Request Form will NOT confirm the student Withdrawal from the school.
2. Withdrawal will be subject to School Terms & Conditions.
3. Withdrawal will be subject to the clearance of the Financial Dues towards the School.
4. School has the right to reject any request raised by the parent without assigning any reason & the decision of the school shall be final.
5. One month prior notice is required for the issue of the SLC as per the school almanac.
6. Caution money would be refunded as per the details provided through cancelled cheque.

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| Name & Signature of the **Mother with date** | Name & Signature of the **Father with date** |
| Contact no. of Mother: | Contact no. of Father: |

Name & Signature of the **Guardian with date (if applicable)** ………………………………………..………………………

**Receipt of the application form for the SLC & refund of the caution money (if applicable)**

**To be filled in by the school office and handed over to the parents**

**Application No.: ……………….. Date of application: …………..………… TC (Yes/No)……………………..…..**

**Caution Money (Yes/No)……… Tentative Date of collection of required from school…….........…………..**

**Received by [Name & sign]: .........…………………………………………………………………..…………………….**