

(To be submitted through the Class Teacher one month in advance)

**NAVAL KINDERGARTEN SCHOOL**  
**Old Navy Nagar Colaba, Mumbai-400005.**

**APPLICATION FOR TC, REFUND OF FEE AND CAUTION DEPOSIT**

To,  
The Headmistress,  
Naval KG School,  
Navy Nagar,  
Colaba, Mumbai.

Please issue Transfer Certificate of my son/ daughter/ ward along with Caution Deposit.

Name of the Student : \_\_\_\_\_

Name of Father / Guardian & Rank: \_\_\_\_\_

Name of Mother : \_\_\_\_\_

Class & Section : \_\_\_\_\_ Admission No. \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Fees paid up to (date) : \_\_\_\_\_

**(Enclose Caution Deposit Slip with Blank Cancelled Cheque)**

Name of Bank and Branch : \_\_\_\_\_

Account No. : \_\_\_\_\_

IFSC Code : \_\_\_\_\_ Beneficiary name: \_\_\_\_\_

Date of leaving school : \_\_\_\_\_

Reason for withdrawal : \_\_\_\_\_

Next Address for Communication: \_\_\_\_\_

Tel. (O) \_\_\_\_\_ Mob. No. \_\_\_\_\_

I hereby certify that:-

- (a) I have cleared all dues / paid all fees of my ward as on date \_\_\_\_\_ (dd/mm/yyyy).
- (b) To best of my knowledge no dues are outstanding.
- (c) I will pay all fees/ dues accruing to my ward subsequent to issue of TC for the period during which my ward has been in this school.
- (d) I agree that if the cheque is not collected / deposited **within three months** from the date of issue, it will be cancelled and no request for refund will be allowed.  
**(Vide School Byelaws)**

Yours Faithfully

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/ Guardian

**(To be filled by Class Teacher)**

Class Teacher's General Remarks / Pen Picture of the pupil: \_\_\_\_\_

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Child Present up to: \_\_\_\_\_

Date \_\_\_\_\_

Class Teacher's Signature \_\_\_\_\_

Class & Section \_\_\_\_\_

Name of Class Teacher \_\_\_\_\_

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**(FOR OFFICE USE)**

Payment of Fee /Refund details are as follows:-

Sr. No.	Particulars	Fee paid		To be Refunded		Remarks
		Quarter	Amount	Month	Amount	
I	Tuition fee paid upto					
II	Activity fee (one time)					
III	Development fee (one time)					
IV	Book Money (one time)					Book Issued
						Not Issued
V	Uniform Money (one time)					Uniform Issued
						Not Issued
VI	Caution Deposit					
	<b>Total Amount</b>					

The total amount to be refunded is Rs. \_\_\_\_\_/-

\_\_\_\_\_  
**Prepared By  
Clerk (Admission)**

\_\_\_\_\_  
**Checked By  
Accountant**

\_\_\_\_\_  
**Verified &Checked By  
Headmistress**

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**Recommended**

\_\_\_\_\_  
**By Oi/c NKG**

**II  
Approved**

\_\_\_\_\_  
**By Vice Chairman**

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**RECEIPT**

1. NEFT from Naval KG School, dated \_\_\_\_\_ for a sum of Rs. \_\_\_\_\_/-  
(Rupees \_\_\_\_\_ only)  
being refund of fees and caution deposit.
2. Transfer Certificate No. \_\_\_\_\_ on date \_\_\_\_\_ issued on \_\_\_\_\_