



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's record) Master/Miss _____

Class / Sec _____ Student's Aadhar no. _____ Date of birth _____

Mother Tongue _____ Nationality _____ Religion _____

Caste / Sub caste _____ Place of birth (City/Village, Taluka, Dist., State) _____

***(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)**

Father's Name: _____

Mother's Name _____

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)**

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 due 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.



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 & Class of Admission: _____

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

Amount of Caution Money paid in Figures: _____ In Words: _____

Last Fee paid in Figures: _____ In Words: _____

Account Name in which amount to be transfer: (ONLY PARENT NAME) _____

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

Tel No: _____ E mail Id _____

I hereby agree to have the refund transferred to my bank account as above.

Signature of Father _____ Signature of Mother _____

Along with this form following documents are required 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 affidavit to be produced)
- 3) Copy of last fee paid receipt (if not available copy of bank statement to be produced)

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

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

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BAL BHARATI PUBLIC SCHOOL, NAVI MUMBAI
Plot No. 5, Sector-4, Kharghar, Navi Mumbai. Tel. 27742773 / 27741641
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)