



APPLE BLOSSOM

NS-02, Block E, Green Wood City Sector 45, Gurgaon, Haryana

Tel: 0124-4274490-91, Fax: 0124-4274490,

E-mail: appleblossom.gurgaon@gmail.com, Website: www.apple-blossom.co.in

CLEARANCE CERTIFICATE

DATE

NAME OF THE STUDENT

CLASS / SECTION ADMISSION NO.

1. REMARKS OF THE FEE INCHARGE

- DUES (if any)
- NET REFUNDABLE AMOUNT

2. REMARKS OF THE CLASS TEACHER

- PRESENTLY STUDYING IN/PROMOTED TO CLASS
- LAST DATE OF ATTENDENCE
- NAME & SIGN OF CLASS TEACHER

3. REMARKS OF THE MEDICAL INCHARGE

4. REMARKS OF THE ADMISSION INCHARGE

5. ORDER OF THE PRINCIPAL

Principal

To,
The Principal
Apple Blossom
Gurgaon

Date:

Request for refund of Caution Money

Dear Madam,

My ward Admission No. was a student of your School. He/She has been withdrawn from school w.e.f All dues in respect of my above ward have been cleared. I would therefore request you to kindly arrange to refund the caution money deposited at the time of admission. The cheque is to be prepared in favour of

Yours Sincerely

Name of Father Name of Mother

(Signature) (Signature).....

Address:

Tel Mobile Fax E-mail:

For Office use only

The above student has been withdrawn vide TC No. Dated

(Signature of Admission Incharge)

Order by the Principal

Release of Caution Money approved.

Date:

Principal

Request for Withdrawal and Issue of Transfer Certificate
Academic Session – 2012-13

The Principal
Apple Blossom
Gurgaon

Date:

Dear Madam,

This is to inform you that I wish to withdraw my child
Class Sec Admission No. due to

I would request you to kindly issue the Transfer Certificate and refund the caution money deposited with the School.

Yours Sincerely

Name of Father Name of Mother

(Signature)..... (Signature)

Address:

Tel Mobile Fax E-mail:

For Office use only

1. Class Teacher 2. Admission Incharge
3. Accountant

Principal

Acknowledgment Slip

This is to confirm the receipt of your application for withdrawal of your ward
..... Class/Sec Admission No.

Signature of Admission Incharge

Date:

Request for Cancellation of Admission
Academic Session-2012-13

The Principal
Apple Blossom
Gurgaon

Dated.....

Dear Madam,

My ward was granted admission to your school in
class vide Admission No. For the academic session -
I wish to have this admission cancelled and request you to refund the money after
deducting Rs. 10,000/-. The cheque is to be prepared in favour of

Yours Sincerely

Name of Father Name of Mother

(Signature)..... (Signature)

Address:

Tel Mobile Fax E-mail:

For Office use only

1. Class Teacher 2. Admission Incharge
3. Accountant

Principal

Acknowledgment Slip

This is to confirm the receipt of your application for withdrawal of your ward
..... Class/Sec Admission No.

Signature of Admission Incharge

Date: