

**APPLICATION CUM PAYMENT VOUCHER FOR ISSUE OF
TRANSFER CERTIFICATE AND REFUND OF CAUTION MONEY AND MISC FEE**

(To be submitted one week in advance)

SI No

Session 201 - 1

SI No	Particulars	
<u>PART A</u>		
To be filled by the parent		
1	Name of the student as per school records	
2	Class, Section & UID no	
3	Last date of attending school	
4	Reason for quitting school	
	(a) If posted out Name of the new unit / place	
	(b) If migrating to a new school, mention details (optional)	
Particulars of the parent		
5	(a) Ser No	
	(b) Rank	
	(c) Name	
	(d) Branch / Trade	
	(e) Unit	
	(f) Spouse name	
	(g) Residential address	
	(h) Tele No	
Bank Account Particulars		
6	(a) Bank A/c No	
	(b) IFSC Code	

	(c) Name of the Account holder	
7	Details of fee paid	
	(a) Last fee paid quarter	T/Fee: Lab. Fee:
	(b) Total amount paid	Activity Fee: Dep. Fee:
	(c) Transaction ID	Sports Fee:
8	Feedback from parent (Tick appropriate one) (Optional)	
	(a) Quality of education	Excellent / V Good/ Good / Satisfactory
	(b) Infrastructure	Excellent / V Good/ Good / Satisfactory
	(c) Rate Us	☆ ☆ ☆ ☆ ☆
9	Suggestion (s) if any	

PART B		
To be filled by the Class Teacher / Admissions I /c		
1	Student admitted to class and date of admission	
2	Total no of working days till date	
3	Total no of days attended	
4	Amount of various fee to be returned	Caution Money ----- Tuition Fee ----- Activity Fee ----- Lab Fee ----- Sports Fee ----- Development Fee ----- Total
5	Checklist	
	(a) Verified data furnished by parents	
	(b) ID Card collected back	
	(c) Individual folder & documents handed over	
	(d) Misc dues if any	
	(e) Master register verified & name Struck off strength	
	(f) Name struck off from Bulk SMS database	
	(g) TC SI no & data of issue of TC	

Date: ----- Signature of class Teacher

Remarks By HM

Rec/ Not Rec for issue of TC& refund of fee as calculated by Class Teacher

Date: -----

Remarks By Manager

Total refund admissible: -----

Date: -----

Remarks By Executive Director

App/ Not App

Date: -----

RECEIPT DETAILS	PAYMENT DETAILS
Certified that I ----- have Received an amount of Rs ----- Rupees ----- From Air Force School Sirsa on ----- Vide Cash Cheque no ----- along With TC	Paid Rs ----- Rupees -----