

Date: MM/DD/YYYY

APPLICATION FOR ADMISSION
WITHDRAWAL / TERMINATION/ CANCELLATION



Celebrate Learning
CBSE
Keshav Nagar, Pune

(PLEASE FILL IN BLOCK LETTERS)

Student Information

Name: _____
(as per birth certificate) FIRST NAME MIDDLE NAME (if applicable) SURNAME

Student ID.: _____ Class: _____ Division: _____

Reason for withdrawal:

Relocation Health issue Distance Personal family issue Admission to another local school Other

If other - Please specify:

Last date of attendance in class: _____ School Fees paid upto: _____

If refund on Caution Money/ Security / Tuition Fee/ Transport Fee applicable please mention the account details to credit the amount

Bank Account number: _____ Beneficiary Name: _____

IFSC Code: _____ Bank Branch: _____

Signature of Mother/ Guardian Signature of Father/ Guardian Fee Admin Exec in case of Termination/ Cancellation

Name: _____ Name: _____

Note:

Subject to clearances, the Transfer Certificate will be issued within 10 working days from the date of receipt of application and refund (if applicable).

To be filled in by the Class Teacher
(All fields are mandatory)

Total no. of working days till date: _____ No. of working days the child was present: _____

General conduct: _____

Subject studied in class: _____

Whether NCC Cadet Boy Scout Girl Scout Girl Guide NA

Class attendance registers updated: Yes No

Class Teacher's Sign Coordinator's Sign

Date: _____ Date: _____

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Office Use

Tuition Fees paid till	Tuition Fees Due up to	Tuition Fee Bal (Rs.)	Sign (Fee Admin Executive)
Transport Fees paid till	Transport Fees Due up to	Transport Fee Bal (Rs.)	Sign (Fee Admin Executive)
Library Dues	Sign (Librarian)	Damage to School property	Sign (Fee Admin Executive)
Caution Money paid on	Caution Money applicable percentage	Caution Money Paid (Rs.)	Sign (Fee Admin Executive)
MM/DD/YYYY			
Deposit paid on	Deposit applicable percentage	Deposit Paid (Rs.)	Sign (Fee Admin Executive)
MM/DD/YYYY			

Identity of applicant verified as that of parent/ guardian	Fee Admin Executive

Task	Remarks	By	Date	Sign
TC No: _____		Fee Admin Exec		
ERP MySchool updated - Student archived		Fee Admin Exec		
eNACH cancellation email sent to JODO - Tuition Fee		Fee Admin Exec		
eNACH cancellation email sent to JODO - Transport Fee		Transport Exec		
Tally updated		Accounts Exec		
GR updated with withdrawal		Front Desk Exec		
Transport registers/ self-pickup updated		Transport Exec		

Verified OK. Please handover TC to the Parent/ legal guardian

HoS Signature

Date