



**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	Particulars	
Part –A (To be filled by parent)		
1.	Name of the student as per school records	
2.	Class & Section	
3.	Admission No.	
4.	Last date of attending the school	
Reason for leaving the school		
5.	If posted out, name of the new unit / place	
6.	If migrating to a new school, mention details (optional)	
Particulars of the parent		
7.	Service No.	
8.	Rank	
9.	Name	
10.	Branch /Trade	
11.	Unit	
12.	Spouse Name	
13.	Residential Address & Tel No./ Mobile No.	
14.	Caste / Religion	
Bank Account Details		
15.	Bank A/c No.	
16.	Name of the account holder	
17.	Branch / IFSC Code	
Details of Fees Paid		
18.	Last fees paid up to month:	
19.	Sports Fee:	Development Fee:
20.	Activity Fee:	Library Fee:
21.	Exam Fee:	E- Learning Fee:
22.	Tuition Fee:	Misc (If any):
Feedback from parent (Tick appropriate one) (Optional)		
23.	Quality of Education	Excellent / V Good / Good / Satisfactory
24.	Infrastructure	Excellent / V Good / Good / Satisfactory
25.	Rate us	★ ★ ★ ★ ★
26.	Suggestions(if any)	

Date:

Sign of Parent

**Part –B
(To be filled by Class Teacher)**

27.	Student admitted to class and date of admission	
28.	Admission No. and DOB:	
29.	Last date of attending the school	
30.	Total No. Of working days	
31.	Total No. Of days attended by the student	
32.	Fee concession	
33.	Date of withdrawal	
34.	Date of promotion to higher class	
35.	Fees paid up to month	

Amount to be refund

36.	Caution Money:	Development Fee:
37.	Activity Fee:	Exam Fee:
38.	Library Fee:	Diary Fee:
39.	Tuition Fee:	Lab Fee:
40.	E Learning Fee:	Sports Fees:

Checklist

41.	Verified data furnished by parent	
42.	Rank of parent not to be mentioned in TC	
43.	Individual folder /documents/items handed over	
44.	Misc dues if any (Write NIL if no dues)	
45.	Master register verified & name struck off strength	
46.	Name struck off from bulk SMS database	
47.	TC SI No. And date of issue of TC	

Date: _____

Sign of Class teacher

Remarks by HM

Rec/Not Rec

Date: _____

Sign of HM

Remarks of Accts Asst / Clerk

CM Register Page No.....SI NO.....

Total Refund admissible.....

Remarks of ED

Date: _____

<u>Receipt Details</u>	<u>Payment Details</u>
Certified that I..... Have received an amount of Rs..... Rupees..... From AF School, AFA onVide Cash / Cheque No.....along With TC	Paid Rs..... Rupees..... <p align="right">Sign of Parents</p>

