

Date: MM/DD/YYYY

APPLICATION FOR ADMISSION
WITHDRAWAL / TERMINATION/ CANCELLATION



Celebrate Learning
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 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

(to be filled in by Fee Admin)

Tuition Fees paid till	Tuition Fees Due up to	Tuition Fee Bal (Rs.)	Sign (Office Admin)
Transport Fees paid till	Transport Fees Due up to	Transport Fee Bal (Rs.)	Sign (Office Admin)
Library Dues	Sign (Librarian)	Damage to School property	Sign (Office Admin)
Caution Money/ Security Deposit applicable <input type="checkbox"/> Yes <input type="checkbox"/> No			

Verified by Admin

identity of applicant verified as that of parent/ guardian

Office Use

Task	Remarks	By	On	Sign
TC No: _____		Fee Admin Exec		
MySchool ERP updated - Student archived		Fee Admin Exec		
eNACH cancellation email sent to JODO (Tuition and Transport)		Fee Admin Exec		
Tally updated by Accounts Department		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