

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**

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