

LAKSHMIPAT SINGHANIA ACADEMY

12-B, ALIPORE ROAD, KOLKATA - 700 027

Parents of Class – XII students who are passing out in 2019, are advised to download Form for **Security Deposit refund Application** (available in the next page) and submit in the required manner at school office *along with cancelled cheque of the payee and original deposit Receipt* preferably at the time of collecting Mark Sheets.

Lakshmipat Singhania Academy

12-B, Alipore Road, Kolkata - 700 027.

APPLICATION FOR REFUND OF SECURITY DEPOSIT

Name of the Student : _____

Admission No. : _____

Father's Name : _____

Mother's Name : _____

Cheque to be issued in favour of : _____
(Father / Mother ---- in block letters)

Date of Admission : _____ Class Admitted : _____ Class Leaving: _____

Amount of Security Deposit before adjustment of dues from the student ***: _____

Date of Notice by the parents for withdrawal of the student **: NOT APPLICABLE FOR STUDENTS HAVING PASSED CLASS -XII

School Fees Paid Up to ** : _____

Payee's Bank Name and Account No.: _____

(Kindly attach one cancelled blank cheque)

Payee's PAN : _____

** All dues to the School are to be adjusted against balance of Security Deposit

***Kindly produce the Deposit Receipt in original

Contact no. _____

Date: _____ Signature of the Parent /Guardian _____

For Office Use Final Statement of Account for Refund Payment / Adjustment

Transfer Certificate No.: _____ Dated: _____ Issued: Yes / No

Amount of Fees and other Dues, if any

Fees (Regular, Notice, etc) Library / Laboratory / Other Total

Clearance: Library Yes / No Laboratory Yes / No Other Yes / No

Amount to be Refunded after all clearances / adjustments Rs.

(Rupees only)

Paid by Cheque No. _____ Dated _____ on _____ Bank

/Remittance to Payee's Bank Account directly by NEFT from _____ Bank on _____

Signature of Parent

Signature of the Authorised Signatory