

# **LAKSHMIPAT SINGHANIA ACADEMY**

**12-B, ALIPORE ROAD, KOLKATA – 700 027**

Parents of Class – XII Students who are scheduled to pass out in 2023 are advised to download Form for Security Deposit Refund Application (available in the next page) and submit in the required manner along with cancelled cheque of the payee and original deposit Receipt at School office as early as possible (during 9 AM to 1 PM, Monday thru' Friday, excepting for any holiday). Alternatively, scanned copies of (a) completed and signed Application Form, (b) cancelled Cheque and (c) original Deposit Receipt may be mailed to the School.

**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 \*\*\*: \_\_\_\_\_

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 , If any, are to be adjusted against balance of Security Deposit

\*\*\*Kindly produce the Deposit Receipt in original

Contact no. \_\_\_\_\_

Date: \_\_\_\_\_ Signature of the Parent \_\_\_\_\_

**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