

LAKSHMIPAT SINGHANIA ACADEMY

12-B, ALIPORE ROAD, KOLKATA – 700 027

Parents of Class – XII Students who are scheduled to pass out in 2025 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 Parents

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 Parents

Signature of the Authorised Signatory