LAKSHMIPAT SINGHANIA ACADEMY

12-B, ALIPORE ROAD, KOLKATA – 700 027

Parents of Class – XII Students who are scheduled to pass out in 2024 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