

Date:

The Principal
South Point High School
82/7A Ballygunge Place
Kolkata – 700 019

Madam,

REFUND OF CAUTION MONEY

My son/daughter _____
of Class ____ Sec ____ Session _____ I.D. No. _____ will appear / appeared in
the Higher Secondary Examination, bearing Roll _____ No. _____ in
the year _____.

Kindly refund the Caution Money of ₹ _____ which was deposited at the time
of admission.

The Original Caution Money Deposit Card / Receipt is enclosed for further action.

Thank you.

Yours faithfully,

Name _____ Signature _____
(Father)

Name _____ Signature _____
(Mother)

Address _____

Telephone No. _____ & Mobile No. _____

(N.B. Guardians are requested to apply within **31st March every year between 11.00 a.m. and 2.00 p.m.** so that Caution Money can be refunded along with the Marksheet of Higher Secondary Examination)

RECEIPT

Received the Application for Caution Money Refund along with the Original Caution Money
Deposit Card / Receipt for ₹ _____ for processing refund action.

Signature _____

SCHOOL SEAL

Date _____