To
The Principal
South Point School
16, Mandeville Gardens,
Kolkata – 700 019

Sub: **Refund of Caution Money Deposit**

I would like to withdraw my ward from the school and accordingly request you to please refund the Caution Money Deposit as per details given below:

Student I.D. No.: .....

Name : .....

Class: ..... Section: ..... (Morn/Aft.)

Reason for withdrawal: .....

.....

Last class attended: .....

Fees paid up to: .....

Bus service availed: Yes/No. ..... If yes, Bus fees paid up to .....

Caution Money Deposit amount: Rs. .....
I hereby attach original caution money deposit receipt dated .....

.....
Signature of
Father/Mother/Guardian

Date:

For office use

Details of Caution Money refund:-

Caution Money Deposit date: ..... Rs. .....

Less deduction if any: Rs. .....

Refund amount Rs. .....

....
Accounts Department **Computer Department** **Processed By**

✂----✂----✂-----✂----✂-----✂----✂-----✂-----✂-----✂-----✂-----✂-----✂----✂----✂

Received an application from Mr./Mrs. .....

For Refund of Caution Money Deposit of his/her ward .....

I.D.: ..... Class: ..... Section/Sess: ..... Morn./Aft. dated .....

Refund Date .....

.....
Signature