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 .......................

______________________________  ________________________________
Father’s Signature               Mother’s Signature

For office use

Details of Caution Money refund:-

Caution Money Refund date: ............................. Rs. .........................
Less deduction if any: ................................. Rs. ............................

Refund amount Rs. .................................

______________________________  ________________________________
Accounts Department           Computer Department

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