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 Date: ____________________________  For office use ____________________________
Father/Mother/Guardian

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