
FORM OF APPLICATION FOR LEAVING CERTIFICATE

Gen. Reg. No.: _____ Date: _____

To,

The Principal

J. J. ACADEMY

103/1, Mulund Colony Road,

Mulund (W), Mumbai – 400 082.

STUDENT'S
PHOTO

Dear Sir/Madam,

Please furnish me with the leaving certificate of my Child / Ward. The necessary particulars are given below:

Surname : _____ Date of Birth : _____

Name : _____

Class in which Studying : _____

Reason for Leaving the School : _____

Address : _____

Tel. No. Resi. : _____ Cell No. : _____

Signature _____

(Father)

(Mother)

School Dues _____ Sign. Of Clerk _____

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1. A month's notice is to be given before the withdrawal of a pupil, Fees of the current month will be charged.
 2. If the name of a pupil who has been absent without notice has been entered in the register of the following months, fees for the months are due, even if the absence continued.
 3. By order of the Inspector of School, those children who leave School in April must pay the fees for May.
 4. No leaving certificate is given until the sum due to the School has been paid in full or satisfactorily arranged for.
 5. If the parents are unable to collect the L.C. personally, they may do so by sending a person along with an authority letter.
 6. A Xerox copy of the result and Birth Certificate should be submitted alongwith the L.C. application.
 7. A LETTER STATING THE ADMISSION IS CONFIRMED IN THE SCHOOL AND THE NEW SCHOOL'S UDISE NO. .