

**VIDYA SCHOOL  
GURGAON  
NO DUES FORM  
Refund of Caution Money (Fee Security)**

**NAME** :

**CLASS** :

Please refund the caution money

Signature of Applicant  
Address:

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For Office Use

Certified that .....has given requisite notice of one month for leaving the school and there are no dues against him/her.

Cheque may be issued in the name of .....  
(Parent/Guardian) of the student.

**Signature**

**Principal      Head Mistress      Class Teacher      Accountant      Librarian**

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**Paid Rs.** \_\_\_\_\_ vide cash/cheque no. .... towards  
caution money (fee security).

Accountant

Authorized Signatory

Budget Head - Refund of Caution Money

# VIDYA SCHOOL GURGAON

Recognised by the Directorate of Education,  
Govt. of Haryana (Regional Number 20687)  
Affiliated to Central Board of Secondary Education, New Delhi  
FARIDKOT NO. 131105

## TRANSFER CERTIFICATE (School Copy)

Book No. .... S. No. .... Admission No. ....

1. Name of the Pupil: .....
2. Father's/Guardian's Name: .....
3. Mother's/Guardian's Name: .....
3. Nationality: .....
4. Whether Student belongs to Scheduled Caste /Scheduled Tribe: .....
5. Date of first admission in school with class: .....
6. Date of Birth (as in Birth Certificate): In figures: ..... In words: .....
7. Last School/Board Annual Examination taken: .....
8. Subject studied: 1.....; 2.....; 3.....  
4.....; 5.....; 6.....
9. Promoted to class: .....
10. Total Attendance: .....
11. General Conduct: .....
12. Reason for Leaving School: .....
13. Date of issue of Certificate: .....

Class Teacher

Checked By

Principal