

FROM OF APPLICATION FOR A LEAVING CERTIFICATE

TO,
Rev. Sr. Principal
ST. JOSEPH CONVENT SCHOOL
Bilakhed, Chalisgaon-424119

Date :

Dear Sister,

Please furnish me with the Leaving Certificate of my child/Ward. The necessary Particular are given below.

Full Name :

.....

Admission No. :

Class in Which the
Student studies :

Date of Leaving School :

Reason for Leaving :

Address :

.....

Signature pf Parent :

For the use of the school staff

1. All fees and dues have been paid
(including a month's Notice)

Treasurer

2. Name has bee cancelled from class Register
Conduct.....Application

Class Teacher

3. All Books refunded

Librarian

The Leaving Certificate may be issued

Principal

(No leaving certificate is issued until the dues to the school have been in full or satisfactorily arranged for. Apply for L.C. within one year of leaving the school)