

APPLICATION FOR LEAVING CERTIFICATE

To
The Principal
St. Xavier's High School,
Surat

Date _____

Dear Rev. Father,

Please furnish me with the Leaving Certificate of my son/ward. The Treasurer's signature has been obtained and the necessary particulars are given below.

Surname: _____	Issuing of L.C. authorized _____ Principal
Name: _____	Fees paid up to date of leaving school _____ Treasurer
Class in which studying: _____	Name cancelled _____ Class Teacher
Date of leaving school: _____	Library books returned _____ Librarian
Reason for leaving: _____	L.C. ready on _____ Clerk
Address: _____	
Signature: _____ <i>Parent/Guardian</i>	

Note:

1. One month's notice is to be given before the withdrawal of a pupil or the fee will be charged.
2. If the name of an absent pupil has through want of notice been entered in the Register for the following months, fees for that month are due, even if his absence continues.
3. Pupils who leave school in April must pay the fees for May.
4. No Leaving Certificate is given until all sums due to the school have been paid in full or satisfactorily arranged for.