 New Sun Beam educational Society®

 General Musa Road, Hussain Abad, Hazara Town Quetta, Balochistan, Pakistan

Registered under Societies, act 1860 Registration Number: 831

School Leaving Application

*The Principal*

*New Sun Beam English Medium School*

*Hussain Abad Hazara Town Colonel Younus Road Quetta*

*R/Sir*

*I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Student’s name as in the B-form) Studying in NSBEMS in Academic Year \_\_\_\_\_\_\_\_\_\_\_ in*

*Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Roll Number\_\_\_\_\_\_\_\_\_\_\_ request you to issue School Leaving*

*Certificate with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to join another school.*

*(Name of the school) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Residence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Note: All the dues must be cleared and B-Form copy of the student must be attached.*

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of parent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Date of Attendance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Submit the corresponding fee with this form to the Accountant.**

Fee = Rs.300

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Dept | Principal | Accountant | Head of the Laboratory | Librarian |
|  Signature |  |  |  |  |

 **Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**N.B:**

* **To be submitted at least a month prior to the striking off the student’s name from the register**
* **Once certificate has been issued, the case for re-admission will be treated as a new one.**
* **The SLC will be issued subject to the payment of all dues on account of school fees, library books and lab equipment.**
* **Once the application is submitted, the School Leaving Certificate will be processed immediately.**