

# Pakistan Embassy College Beijing

## CLEARANCE FORM FOR STUDENTS

Name of the Student \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

Serial No	Clearance Sought For	Clearing Authority	Sign. of Clearing Authority with Date
1	Library books/magazines/CDs/DVD etc (for both, self and children)	Librarian	
2	School fees, transport charges, other charges (if applicable)	Accountant	
3	College Canteen	Owner of the Canteen	
4	Class Teachers:	1) 2) 3)	
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### Declaration From Parent/Guardian:

1. I hereby confirm that my son/daughter has returned/handed over everything which is property of the College, or was sanctioned to him/her as a trust, to the concerned authorities.
2. I also confirm that we are not leaving behind any unpaid bills/fees or any other outstanding amounts in any form whatsoever.

Name of the Parent \_\_\_\_\_ Sign. \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY

**Headmistress / Vice Principal**

**PRINCIPAL**

cc:

1. Personal Folder (Student)
2. Secretary to the Principal
3. Progress Control & Examination Cell
4. Accounts Officer