

**APPLICATION FOR ISSUE OF SCHOOL LEAVING / TRANSFER CERTIFICATE**

**A. PARTICULARS OF THE CHILD.**

Name of the Child	Class & Sec	Adm No	Category/ Rank	Date of Birth	M/F	Fees Paid till	NCC Yes/No

B. Reason for Withdrawal: \_\_\_\_\_

C. Transfer certificate required on : \_\_\_\_\_

D. Tick mark for undertaking if caution money receipt is not attached or unavailable for refund.  
(Lost / Misplaced / Submitted for claim)

E. Refund of Fees for the month of \_\_\_\_\_ & annual charges for the left of the Month which has been already paid.

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Residence Address \_\_\_\_\_

Date: \_\_\_\_\_ Contact No. \_\_\_\_\_

**Note: -**

- [A month's notice must be given in writing by parents, before a student is withdrawn otherwise the fee for one month in lieu of notice will be charged. [No Transfer Certificate will be issued unless all the school dues are cleared]
- Attach compulsory a **cancelled cheque or Pass book front page** copy of Father or Mother.
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**FOR OFFICE USE**

1. Accounts Clearance \_\_\_\_\_ 2. Library Clearance \_\_\_\_\_

3. Lab Clearance \_\_\_\_\_ 4. TC No. & Date \_\_\_\_\_

5. Tablet Committee Clearance (IX to XII only) \_\_\_\_\_

6. Class Teacher's Signature \_\_\_\_\_

Total No. of Working days \_\_\_\_\_ Total No. of Present days \_\_\_\_\_