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**INDIAN SCHOOL JALAN**

**APPLICATION FOR TRANSFER CERTIFICATE**

**(To be submitted 15 days in advance)**

From **To** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **The Principal**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Indian School Jalan**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sultanate of Oman** Mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir,

I wish to withdraw my ward from the School with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Reason for the withdrawal is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_ GR No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is therefore requested that a Transfer certificate be issued to my ward and the refundable deposit of RO\_\_\_\_\_\_\_\_\_\_\_\_ be returned to me. It is understood that refundable deposit will take approximately 10 days from the date of this application.

Thanking You,

Parent’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*Please note: Fee dues (If any) should be cleared before applying for the Transfer Certificate***

Please furnish the following details, if other child/children of yours are studying in the school:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL No.** | **Name of the Student** | **GR No.** | **Grade** | **Refundable Deposit** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

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**FOR OFFICE USE ONLY:**

**Clearance from: Science Lab Library**

|  |
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|  **/** |

Class Teacher’s remarks on Attendance: From \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ No. of days: **Last date of Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Class Teacher’s remarks about the progress studies:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Please keep the REPORT CARD/MARKS CARD ready)**

Name of the Class Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_

**Accounts Department:**

|  |  |
| --- | --- |
| **REFUNDABLE DEPOSIT DETAILS** |  Fee Due details (If any) |
| TC No. | TC Date | Amount | Cheque No: | Bank Voucher No. & Date |
|  |  |  |  |  |  |

**Principal Accounts In-Charge**