



# 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				

### **FOR OFFICE USE ONLY:**

**Clearance from:**

Science Lab

Library

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