

YARA INTERNATIONAL SCHOOL, RIYADH



Request for issue of transfer certificate

Academic Year: _____

Date: ___/___/_____

Student Name:

Class and Div:

Reg. No. :

Parent Name:

Tel No. : Mob No:

E-mail id:

❖ Reason for applying transfer certificate: (Please ✓ Mark the specific reason)

Local Transfer

Leaving Country

Finished Education

❖ If local transfer please ✓ Mark the specific reason

Unaffordable fee structure

Transportation Issues

Not satisfied with Academics

Other (Please specify)

Quarter Fee paid (please tick ✓):

JAN-MAR

APR-JUNE

JUL-SEPT

OCT-DEC

Details of Siblings:

Reg No:	Reg No:	Reg No:
Name:	Name:	Name:
Class & Div:	Class & Div:	Class & Div:

I understand that TC processing will start only after paying all outstanding dues.

Parent signature:

➡ For Office Use ◀

Clearance

Accounts:

Refund if any to be paid to the Parent: _____

Name: Signature: Date:.....

Class teacher:

Last date of attending class as per the class register: _____/_____/_____

Name: Signature: Date:.....

Laboratory:

Date:

Name:

Sign:

Library:

Date:

Name:

Sign:

Note:

1. Kindly attach recent passport copy of the child and photocopy of the report card for the current academic year or of the previous year as the case may be.
2. TC can be issued only after payment of all pending dues.
3. TC can be collected on all working days after 7 days of submission.
4. SR 200/- is to be paid towards TC fee.