



Request for issue of transfer certificate

Academic Year: _____

Date: ___/___/___

Student Name:

Class and Div:

Reg. No. :

Father's Name: Mother's Name.....

Tel No. : Mob No:

E-mail id: Category: SC/ST/OBC/General

❖ 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.

TC required date: - _____ Parent signature:

(Please write the last date up to which the child will be attending the class)

➡ For Office Use ◀

Clearance

| | |
|---|--|
| Refund if any to be paid to the Parent: _____ | Month up to which the student has paid the dues: - |
| Name: Signature: Date..... | Concession: - |

| | |
|---|---|
| <u>Class Teacher</u> | NCC Cadet/Scout/Girl Guide: _____ |
| Last date of attending class as per the class register: ___/___/___ | No of Days Present: _____ |
| Name: Signature: Date..... | 2 nd /3 rd language/optional subject: _____ |

| | |
|-------------------------------------|-------------------------------------|
| <u>Laboratory:</u> | <u>Library:</u> |
| Name: _____ Date: _____ Sign: _____ | Name: _____ Date: _____ Sign: _____ |

- Note:
1. Kindly attach recent passport copy of the child (Front/back) 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.