



## Transfer Certificate application

### STUDENT'S PARTICULARS

Date:.....

Name: .....

Class ..... Section ..... Admission Number

Father's /Guardian Name: .....

Address for future communication .....

.....

Phone no ..... email id .....

REASON FOR APPLICATION  parent's transfer to another city  Any other reason(please specify here) .....

### REFUND

Please adjust any dues that stand in my ward's name from the Security Deposit, if held by the school. Balance, if any, may be refunded to me through RTGS/NEFT in my account as per school records. I also undertake to clear all dues of school before the TC is issued.

Signature of The Parent .....

### FOR OFFICE USE ONLY

TC Application received on ..... by ..... Initials of PA/ EA to Head of the School .....

Last Date of Attendance   -   -

### FOR ACCOUNTS DEPARTMENT

S. No.	Section	Remarks	Initials
1	CLASS TEACHER		
2	RESOURCE CENTRE	Title ..... Accession Number ..... Issued on .....	
3	H & PE DEPARTMENT	Item ..... Price .....	
4	LAB DUES (Details)		
5	MISCELLANEOUS DUES		
6	REFUND DETAILS		
	Security Deposit	.....	Signature of Accountant ..... Date .....
	Add: AMC (.....)*	.....	
	Add: Education Fee (.....)*	.....	
	Add: Transport Fee (.....)*	.....	
	<b>Total Refundable Amount</b>	.....	
	Less: Dues, if any	.....	
	<b>Net Amount</b>	.....	