

**FORM OF APPLICATION FOR  
TRANSFER CERTIFICATE**

The Principal  
Navy Children School  
Goa 403 801

Date \_\_\_\_\_

Sir / Madam

Please furnish me with the Transfer Certificate (TC) of my child / ward. The necessary particulars are given below :

Name of student : \_\_\_\_\_

Class which studying : \_\_\_\_\_ Reg. No.: \_\_\_\_\_

Fee Category : \_\_\_\_\_ Date on which TC is required : \_\_\_\_\_

Reason for Leaving : \_\_\_\_\_

Seeking Admission in (Name of the School & place): \_\_\_\_\_

Parent's/Guardian's Signature : \_\_\_\_\_

Father's Name (as per below bank account): \_\_\_\_\_

Contact Number : \_\_\_\_\_

Name of Bank / branch: \_\_\_\_\_

Account No.: \_\_\_\_\_ IFSC Code \_\_\_\_\_

**Note :-**

1. The application for TC has to be given 10 days before the date on which TC is required.
2. No TC will be given until all sums due to the school have been paid in full or satisfactorily arranged for and library books returned.
3. The TC will be posted to the given address if stamped envelope is supplied together with the application form.
4. No TC will be given before Annual Examination results are announced in March/April.

..... **FOR OFFICE :**

**CERTIFIED NO DUES:**

1. Fee Clerk: Fees paid up to: \_\_\_\_\_ Amt. of fee refunded \_\_\_\_\_
2. Student's attendance as on date : \_\_\_\_\_ Class Teacher's Sign \_\_\_\_\_
3. Examination Passed/Completed : \_\_\_\_\_
4. Librarian/Computer Teacher (dues if any) : \_\_\_\_\_
5. Lab-in-Charge (dues if any) : \_\_\_\_\_
6. Scout / Guide / NCC In-Charge (Remarks) : \_\_\_\_\_
7. Refund Cheque : No: \_\_\_\_\_ Date \_\_\_\_\_