FORM OF APPLICATION FOR TRANSFER CERTIFICATE

The Principal *Date:*

_____
Navy Children School
Goa 403 801

Sir / Madam
Please furnish me with the Transfer Certificate (TC) of my child / ward. The necessary particulars are given below :
*Full Name of the pupil :*_____
*Class which studying :*_____ *Reg. No.:*_____
*Fee Category :*_____ *Date of Leaving School :* _____
Reason for Leaving : _____
Seeking Admission in (Name of the School & place): _____
_____
Father's Name (with Designation) : _____
Contact Number : _____
*Whether NCC Cadet/Boy Scout/Girl Guide:*_____
Games or extra curricular activities in which the pupil represented school :
_____
*Parent's/Guardian's Signature :*_____
*Name of Bank / branch:*_____
*Account No.:*_____

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.*

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FOR OFFICE :

CERTIFIED NO DUES:

1. *Fee Clerk: Fees paid up to:*_____ *Amt. of fee refunded*_____
2. *Student's attendance as on date :* _____ *Examination Passed/Completed :*_____
3. *Return of Entry pass :* _____ *Class Teacher's Sign :*_____
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*_____ *Sign* _____