

INDIAN SCHOOL, IBRA
P.B.No. 77, P.C. 400, Ibra, Sultanate of Oman.

From

 Tel.:(O).....(R).....

To
 The Principal,
 Indian School, Ibra,

Dear Sir,

Sub.: Application for Transfer Certificate.

I wish to withdraw my son/daughter from the school with effect from

The reason for the withdrawal is

Name of the student: Class/Sec. GR No.....

It is therefore requested that a Transfer Certificate be issued to my ward and refundable deposit R.O. be returned to me. It is understood that the refundable deposit will take approximately 10 days from the date of the application.

Thanking you,

Parent's name : Signature : Date.....

Please furnish the following details also.

1. If any other child / children of yours is / are studying in the school.

Sl. No.	Name of the Student	G.R.No.	Class & Sec.
1			
2			
3			

2. Achievements in Extra and Co-Curricular Activities during the current and previous sessions at School level, Inter-School level, District/State/National level (**Note:** Attach Xerox copy of certificate if any)

3. **Kindly Note:** 1. **Fee dues (if any), should be cleared before applying for Transfer Certificate.**
 2. Transfer certificate will be issued after three days from the date of submission of this application form.

FOR OFFICE USE ONLY

Office / Departments	Details
Class Teacher	Application received on Total Number of days present out of..... From To Remarks about studies General Conduct Certificates to be issued: Report Card / Signature of Class Teacher: Date
No Dues from In-charge(s) of	Labs: PhysicsSign...../ Chemistry Sign Biology Sign...../ Computer Sign..... Library Signature Sports Signature
Accounts Office	Fees paid upto Dues if any From To Refundable Deposit: Amount RO. Receipt No. Date Signature of Accountant / In-charge Date

Class Teacher

Principal.