



ST. THOMAS SCHOOL

Gyan Khand – II, Indirapuram, Ghaziabad
Ph: 0120-2607441, 2606159

(Affiliated to C.B.S.E vide no; 2130572)

APPLICATION FOR TRANSFER CERTIFICATE

PART – A (To be filled by Parent)

Respected Madam/ Sir,

With profound respect I beg to state the following for your necessary action. I wish to withdraw my Son/ Daughter whose particulars are given below:-

- (a) Name of the Student Class Section.....
- (b) Religion.....Caste.....State whether ST/SC/OBC.....
- (c) Date of Birth..... (d) Admission No.
- (e) Date of admission..... (f) Date of withdrawal
- (g) Present class from which withdrawn.....Academic Session: 20....- 20....
- (h) Reason for withdrawal.....
- (i) Whether failed /repeated any class? If so, Which?.....
- (j) Name of the Parents (a) Father.....(b) Mother.....

**Please submit Rs. 100/- along with this duly filled form at the Office Fee Counter.*

Date.....

Signature of the Parent

For Office Use only

PART – B

NO DUES CERTIFICATE:-

- 1. Laboratory
- 2. Library
- 3. Sports Section
- 4. Fee Section
- Fee Paid till

Certified that the T.C. can be issued in respect of the above student and no dues are outstanding / or the outstanding dues are reasonably adjusted and other particulars has been verified from the admission register And T.C. Receipt No Receipt Date is forwarded to you for approval.

WITHDRAWAL APPROVED/ NOT APPROVED. PREPARE THE T.C.

PRINCIPAL