



NAIPUNNYA PUBLIC SCHOOL, EDAKKUNNU

APPLICATION FOR TRANSFER CERTIFICATE

Date :

To

The Principal,
Naipunnya Public School
Edakkunnu, PIN - 683576

Respected Principal,

I intend to withdraw my son/daughter from this school and therefore request you to kindly issue me a **Transfer Certificate** of my ward. Necessary particulars are given below.

Student's NameAdmission No. :

Std.:Div. : Date of Leaving School

Reason for Leaving

Address

.....Contact No.:

E mail ID (in Capitals) :

Name of New school.....Place:.....

Name of Father/Mother/Guardian:

Signature of Father/Mother/Guardian.....

1. No Transfer Certificate will be given until the fees due, if any, to the school have been paid in full or satisfactorily arranged for.
2. The T C will be posted to the given address if a stamped envelope is supplied together with this application form.
3. If a written request is given, the TC will be sent by email.
4. Please provide bank account details (Copy of blank and cancelled cheque leaf /Bank account Passbook) for refund of caution deposit, if any.
5. The T C and other documents will be issued within **7 working days** of submitting the application.

FOR OFFICE USE ONLY

All fees due have been paid (Term Fee/Bus Fee)/Caution Deposit, if any Accountant

All books returned Librarian

The TC be issued Executive Director / Principal

TC No. : & Date TC collected on :

Received By : Name Sign :