



INDIAN SCHOOL MULADHA

From _____

Tel. (O) _____ (R) _____

To
The Principal
Indian School Muladha
Sultanate of Oman

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 _____ GR No. _____ Class _____ Sec _____

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

Thanking you,

Parent's Name _____ Signature _____ Date _____

Please furnish the following details also

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

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

FOR OFFICE USE ONLY

(a) Clearance from the Lab Chem Phy Bio Comp. Sci.

(b) Clearance from the Librarian : _____

(c) Class Teacher's remarks on attendance : From : _____ To : _____ No of days _____

(d) Last Date of Attendance : _____

Class teacher's remarks about the progress in studies: _____

(Please keep the REPORT CARD / MARKS CARD ready)

Name of the Class Teacher _____ Signature _____ Date _____

REFUNDABLE DEPOSIT DETAILS (For Accounts Dept.)

Amount (R.O.) _____	Receipt No. _____	Receipt date _____
School Fee (Dues if any) _____		
Balance (R.O.) _____		
Principal _____	Accountant _____	
Received by :		