

REQUEST FOR ISSUE OF TRANSFER CERTIFICATE



Yara International School, Riyadh

Student Name: _____

Date: ____/____/____

Class and Div: _____

Reg. No.: _____

Father's Name: _____

Mother's Name: _____

Mob No.: _____

Mob No: _____

Valid E-mail id (F/M) _____

Category: SC/ST/OBC/General

(Please ✓ the appropriate category)

❖ Reason for applying for Transfer Certificate: (Please ✓ the specific reason)

Local Transfer

Leaving Country

Finished Education
(for grade X & XII only)

❖ If Local Transfer, please ✓ the applicable reason

Unaffordable Fee

Transportation Issues

Not satisfied with Academics

Other (Please specify) _____

Quarter Fee paid :

APR-JUNE

JUL-SEPT

OCT-DEC

JAN-MAR

(Please ✓ the quarters for which fee has been paid)

<u>Details of Siblings:</u>	Reg No:	Reg No:	Reg No:
	Name:	Name:	Name:
	Class & Div:	Class & Div:	Class & Div:

I understand that this request for TC processing will start only after paying all outstanding quarter fees and other dues, and that TC can be collected on any working day after 7 days from the date of this request submission to school.

The last date up to which the child will be attending the class: _____

Parent's Signature : _____

Date : _____

Note:

- Mandatory Attachments:** Recent passport copy of the child (Front and Back biodata pages) and Photocopy of the Report Card for the current academic year or of the previous year, as the case may be.
- SR 200/- is to be paid towards TC fee, at the time of collecting the TC.

► **For Office Use** ◀

Clearance

TC Application Received by: _____ TC App No : _____
Name _____ Signature : _____ Date : _____

Class Teacher:

Last date of attending class as per the class register: ____ / ____ / ____ NCC Cadet/Scout/Girl Guide (please tick ✓)

Total No. of Days studied in the AY/Total No. of Days in the AY: _____ 2nd/3rd language/optional subject studied

Name : _____ Signature : _____ Date : _____

Accounts:

Refund amount to be paid to the Parent with justification: _____

All Fees and other Dues payable by the Parent to the school have been paid, this request is approved for TC issuance.

Name : _____ Signature : _____ Date : _____

TC In charge / Issuer

TC Issued by (Name of Issuer): _____ TC No: _____

TC Received by: _____

Name: _____ Signature: _____ Date: _____