

APPLICATION FOR TRANSFER CERTIFICATE

To,
The Principal,
St. Xavier's School, Harmutty.

Dear Father,

I would be grateful if you can kindly issue the transfer certificate in your favour to my son/
daughter. All school fees have been cleared as of date. The relevant details are given below.
Rs.100/- is being paid herewith.

Date
.....
Father / Guardian

1. New Admission No. : _____
2. Name : _____
3. Class (Current) : _____
4. Date of Birth (as per school register): _____
5. Father's Name : _____
6. Mother's Name : _____
7. Year of Admission to St. Xavier's School: _____
8. Class on which admitted then : _____
9. Result : _____

PROMOTED TO CLASS	Harmutty
DETAINED/FAILED IN CLASS	
WITHHELD DUE TO	Assam - India

FOR OFFICE VARIFICATION

1. Fees: All Fees have been cleared : _____
Yet to Clear : _____
2. Library Books have been returned : _____
3. Sports and Games items have been returned : _____
4. Scouts & Guides/Band/Club items have been returned : _____

Office Staff

Librarian

Sports Mater

supervisor

TC may kindly issued

TC No.....

Date.....

Prepare by.....

*** Documents to be enclosed: Mark sheet of Final Exam