

From:

Date:

To: The Principal
Indian School Bousher
Sultanate of Oman

Date of TC request

Tel:

Email:



Dear Sir,

SUB: Application for Transfer Certificate

I wish to withdraw my son/ daughter from the School with effect from_____.

The reason for withdrawal is _____

Name of the Student_____ Class_____ Sec_____

It is therefore requested that a Transfer Certificate be issued to my ward and refundable caution deposit cheque if applicable shall be in favour of, Bank....., branch,..... It is understood that the refundable deposit will take approximately 10 to 30 days from the last date of the child in school.

CM/HRF Name: _____ G.R. No: _____

Thanking You,

Parents Name: _____ Sign: _____ Date: _____

Please furnish the following details also:

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

	Name of Student	GR No	Class & Sec
1			
2			
3			

Documents Attached (Please tick):

- Copy of Last Paid Fee Receipt
- Copy of Resident card of Father
- Passport front page of child, father and mother (If not submitted during Admissions)
- Authorization Letter (Needed only in case parent is not available for collecting TC and refund)
- Copy of resident card of the person authorized to collect TC and refund in the absence of Parent.

NOTE: Kindly clear all dues (if any) with the accounts for the admission Department to process the TC.

At ISB request for TC received by:

Date:

FOR OFFICE USE ONLY

a) Clearance from Lb I/C: CHEM _____ PHY _____ BIO _____ COMP.SCI _____

b) Clearance from Librarian: _____

c) Class Teacher Remarks on attendance: From _____ to _____

No. of Days: _____

d) Last Date of attendance: _____

Class Teachers remarks about the progress in studies: _____
(Please Keep the report card/Marks card Ready)

Name of Class Teacher: _____ Sign: _____ Date: _____

REFUNDABLE DEPOSIT DETAILS (FOR ACCOUNTS DEPT)		
Amount: _____	Receipt No: _____	Receipt Date: _____