



INDIAN SCHOOL SUR

WITHDRAWAL FORM

RULES

- 1) Request for withdrawal of child must be submitted at least THREE DAYS in advance.
- 2) A Transfer Certificate will only be issued if all the school dues have been cleared and school property taken on loan, if any, have been returned.
- 3) While applying for Transfer Certificate, the parent or guardian is requested to state his/her reason or removing the child as this has to be entered in the certificate.

**The principal
Indian School Sur
Sultanate of Oman**

Date of Application: _____

Sir,

Please issue Transfer Certificate in respect of my son/daughter _____
studying in Class _____ section _____ year _____ GR No. _____

(Please write present Class & Section with academic year)

State reason for withdrawal: _____

State child's last attendance in the School: _____

Have all the school fee been paid: YES/NO (if 'NO' Transfer Certificate will not be prepares)

Date when Transfer Certificate is required: _____

Name of the applicant: _____

Name of Father / Mother: _____

(As in the bank account as Refundable Deposit Cheque will be issued in this name)

Refundable Deposit: R.O _____ Signature of the applicant: _____ Tel .No.: _____

Office to issue Transfer Certificate

Principal

FOR OFFICE USE ONLY

Issued TC No: _____ GR No.: _____ Date: _____

In respect of Master/ Miss _____

TO BE COMPLETED BY THE CLASS TEACHER

Name of the Pupil (in BLOCK LETTERS): _____

Class & Section: _____ Date of Birth : _____ GR No.: _____

Standard in which studying at the time of leaving: _____

Date since when studying in the above standard: _____

Progress in studies: Unsatisfactory/ Satisfactory/ Good/ Excellent

Conduct in school: Satisfactory/ Good/ Excellent

Date of leaving (last attendance in the school): _____

Attendance Total attendance since the commencement of the session

Total working days since the beginning of the session

Promotion: Not Applicable Granted to Std. _____ Failed in Std. _____

The above details are correct as on the student's last attendance i.e. _____

Note: Attendance must be calculated as of the last attendance in the school.

Signature of the Class Teacher**Signature of In-charge-KG/Primary/Middle/VP****TO BE COMPLETED BY THE LIBRARIAN**

State whether the student is a defaulter or not: YES/NO. If 'YES' give details

Number	Title of the Book	Price

Signature of the Librarian**TO BE COMPLETED BY THE ACCOUNTS OFFICE**

School Fee paid in full till: _____ Bus Fee paid in full till: _____

The above mentioned details are correct as on _____. Transfer Certificate may be issued.

Signature of the Accountant