



# SRI PRABHU GREENVILLE CHILDREN ACADEMY

7Km Stone Bahabalpur Bhagwanpur Haridwar (UK)

## Application for Transfer Certificate

Adm. No. ....

Student's Name: \_\_\_\_\_

Class & Section : \_\_\_\_\_

Roll No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Library Dues : Yes/No

Librarian's Signature : \_\_\_\_\_

Attendance up to : \_\_\_\_\_

Class Teacher Signature: \_\_\_\_\_

Fees paid up to : \_\_\_\_\_

Accountant's Signature : \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Father's name: \_\_\_\_\_

(Signature of parents/Guardian)

Address: \_\_\_\_\_

Contact No. : \_\_\_\_\_

Principal's signature:

### Instructions Regarding Transfer Certificate

- A written notice of fifteen days (15 Days) is to be given by the parents/guardians to the Principal before the issue of a Transfer Certificate.
- No Transfer Certificate will be issued to any student until all dues to the school are paid in full.
- In case of an Emergency, the Principal may apply his / her discretionary power to issue the Transfer Certificate to a student within 7 days from the date of such application from the parents / guardian concerned. In such a case the parents / guardian shall have to pay the subsequent month's fees, along with all dues, if any.
- Students who fail twice in the same class will be served with a Transfer Certificate.
- A student may be given a forced Transfer Certificate after receiving a third written warning for serious breach of discipline or for gross misconduct as observed by the Management.
- Three month's tuition fees and Annual charges (Session) will be charged if a request for a Transfer Certificate/ withdrawal is made at any time within 3 months after reopening of the new academic session / after taking admission.
- A fee of Rs. 200/- will be charged for a Transfer Certificate. Duplicate Transfer Certificate will be issued on the production of an affidavit duly signed by a magistrate / Notary giving valid reasons.

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