

The Principal
Harsha International Public School
Nelamangala
Bangalore-562123

APPLICATION FOR ISSUE OF SCHOOL LEAVING CERTIFICATE

A. PARTICULARS OF THE CHILD /CHILDREN

SL.No	Name of the Child	Adm No	Category	Class & Sec	Date of Birth	Male/Female

B. SCHOOL DUES HAVE BEEN PAID UPTO

[A month's notice must be given in writing by parents, before a student is withdrawn otherwise the fee for one month in lieu of notice will be charged. For withdrawals during May or June fees for two months i.e., May & June will be charged. **[No Transfer Certificate will be issued unless all the school dues are cleared]**

C. Reason for withdrawal _____

D. Transfer Certificate required on _____

E. We/I hereby undertake that our/my child will not attend the school once the TC is issued.

Mother's name _____

Father's Name _____

Signature _____

Signature _____

Residence Address: _____

Date _____ Mobile No _____

FOR OFFICE USE

1. Admin Clearance Dues to be charged up to and for _____

2. Library Clearance _____

3. Class Teacher _____ (PL give attendance)

4. Accounts Clearance Fee charged up to _____ on the following heads:

Tuition Fee _____ Annual Chg _____ Transport Fee _____

Others _____