

**PODAR INTERNATIONAL SCHOOL (CBSE) AURANGABAD**

**DATE:**

**APPLICATION NO.**

**APPLICATION FOR TRANSFER CERTIFICATE / SCHOOL LEAVING CERTIFICATE**

**Name**

**Class & Sec**

**Roll No.**

**Admission No.**

**Mother's/Father's/Guardian's Name :**

**Address**

**Tel:** \_\_\_\_\_

**Note: Original Transfer Certificate can be collected from the school campus only after handing over both the student and parent identity cards.**

\_\_\_\_\_  
**Signature of  
Father**

\_\_\_\_\_  
**Signature of Mother**

**FOR OFFICE USE ONLY**

1. T.C. Application Received by : \_\_\_\_\_

Date \_\_\_\_\_

2. Action Taken Report vis-à-vis T.C. /S.L.C / N.O.C / Marksheet etc.

**Academic Department (To be filled by Class Teacher)**

Total No. of Working days: \_\_\_\_\_ No. of Days Present: \_\_\_\_\_

Student Conduct (To be ticked by the Class Teacher): Upto School's expectation / Not upto School's expectation

Name of the Class Teacher: \_\_\_\_\_ Sign of Class Teacher: \_\_\_\_\_

Signature of the Coordinator: \_\_\_\_\_ Sign VP: \_\_\_\_\_

No Dues	Name	Remarks	Initial
1 . Library			
2 Sci. Lab . /Evs.Lab			
3 . Sports			
4. Arts			

5 . Music			
6 . Computer			
7. Student & Parent Icards			
8 Breakages/Any . Other			

**Accounts Department**

9 Last Fee paid (Month  
. & Year):

10. Date on which ECS Entry  
is deleted:

11. Accounts Department Clearance:	Clearance done by:
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13. Principal's Approval and Signature:

Date of Issuing TC:	T.C. Number:
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**T.C. Received Signature & Date:**

**Date:**

**To,  
The Principal  
Podar International School (CBSE) Aurangabad**

I \_\_\_\_\_ had applied for my child's withdrawal from your school. If any dues are there please adjust the same against the security deposit.

Please Deposit the balance amount in the below mentioned Account:

1. Name of A/c Holder : \_\_\_\_\_
2. Name of Bank : \_\_\_\_\_
3. Bank A/c No : \_\_\_\_\_
4. Bank Branch Name : \_\_\_\_\_
5. Bank IFSC : \_\_\_\_\_

**Thanking You.**

**Yours truly,**

**(Signature of Parent)**