**KIDS KINGDOM CONVENT SCHOOL SINGHEWALA**

**TRANSFER CERTIFICATE APPLICATION**

# STUDENT'S PARTICULARS

***(In BLOCK Letters)***

 Date ……………………………...….

Name .............................................................................................................................................................................

Class ...................................... Section……………………………Registration Number…………….............................................

Father's/Guardian's Name…………………………………………………….………………………........................................…………………

Address for future communication ................................................................................................................................

……………………………………………………………………………………………….…...............…….......................…………………………………..

Phone Number (R) ........................................... (O) .......................................Mobile Number ......................................

E-mail ID ………….........…….......................……………………………………………………………………………...............………………………

# REASON FOR APPLICATION

Parent's transfer to another city

Any other reason (Please specify below)

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**REFUND**

Kindly intimate the balance dues against my ward , I undertake to clear the same before the TC is issued.

Signature of Parent..........................................................................

# FOR OFFICE USE ONLY

TC Application received on ............................... by................................................... Initials of PA to Principal

REPORT BY ON LAST DATE OF ATTENDANCE ………………..…………………………………

|  |  |  |
| --- | --- | --- |
| Class Teacher | Attendance Record  |  |
| Librarian  | NDC  |  |
| Account Branch  | Pending Dues , cleared vide R. No.  |  |
| Sports In-charge  | NDC |  |

T.C. may be issued Yes No Signature of Principal