

Date:.....

To
The Principal
South Point School
16, Mandeville Gardens,
Kolkata – 700 019

Sub: **Application for Transfer Certificate**

Student I.D. No.:

Name :

Class: Section: (Morn/Aft.)

Reason for withdrawal:

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Last Class attended:

Tuition and Other Fees paid up to:

Annual Charges paid: Rs.....

Special Class/Activity Club/Abacus Fees, if any, paid up to:

Bus Service availed: Yes/No If yes, Bus Fees paid up to

.....
Father's Signature

.....
Mother's Signature

.....
For office use

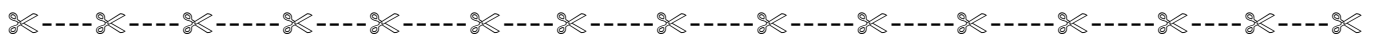
Remarks with signature and date:-

Class Teacher	Librarian	Transport Department	Accounts Department

- Encl.: 1) Old and New Fee Book
 2) Student's I.D. Card
 3) Report Card (original and photocopy)
 4) TC fee payment slip.

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Checked by

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Principal



Received from Mr./Mrs. an application

for issue of Transfer Certificate for his/her ward

I.D. Class: Section: Morn/Aft. on dated

T.C. to be issued on

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Signature