INTERNATIONAL INDIAN SCHOOL BURAIDAH

REQUISITION FOR TRANSFER CERTIFICATE

Please note: **Date:_____**

1. This requisition is to be submitted to the **T.C. In-charge 7 days in advance**.
2. The requisition once submitted cannot be cancelled. SAR.100/- per child will be charged for cancelling the requisition. If the T.C is not collected after the submission of requisition and the student continues to attend the classes, SAR 500/- will be charged to the student along with the regular fee as it will be considered as readmission.
3. If the student submits the same original T.C issued by the School within 6 months, then it will be considered as re-admission and SAR 500/- will be charged. Beyond 6 months it will be considered as new admission.
4. SAR 50/- should be paid while collecting T.C
5. Applicable VAT will be charged for the above mentioned amount during the payment.
6. I have read the above, understood clearly and will abide by the rules stated above.

Father's Name :_____

Mother's Name:_____

Tel. No_____ _____

Signature of Parent

Students Particulars to be filled by the Parent		**To be filled by the Class Teacher** **Qualified for promotion Y / N _____**					**Section Head HM/VP Signature**
GR No.	**Name of the Student**	**Class & Sec.**	**Total No. of Working Days**	**No. of Days attended**	**Name and Signature of Class Teacher**	**Emp. Code**	

☐ Please tick whether the student is Scout/Guide Participant:_____

Last date of attendance to the class:_____

Note: The Parents should take clearance from the following departments in the order given below.

_____	Boys & Girls	Boys & Girls	_____
(Book store)	(Laboratories) (VI-XII)	(Librarian)	(Fees Section)

_____ _____

T.C. Incharge **Principal**