**FORM OF APPLICATION FOR TRANSFER CERTIFICATE**

**[ONE MONTH NOTICE REQUIRED]**

1. **No School Leaving Certificate is given until all sums due to the school have been paid in full or satisfactorily arranged for and library books returned.**
2. **Xerox Copy of fees paid is to be attached.**
3. **Parents are requested to provide one Cancelled Cheque.**
4. **No Leaving Certificate will be given before the Annual Examination results are announced in March.**

DATE:

The Principal

Navy Children School, Mumbai 400005.

Madam,

Please furnish me with the School Leaving Certificate of my Child/ward. The necessary particulars are given below:-

Full Name of the Pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

G.R. No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of leaving School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father's Name (with Rank):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tel. Res. /Off. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent's/Guardian's Signature :

**CERTIFIED NO DUES**

Fees Clerk : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Librarian : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

