

Name & Rank of the parent with present address and Telephone Number

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To

The Principal  
Navy Children School, Nausenabaugh, Visakhapatnam – 530 005

**APPLICATION FOR TRANSFER CERTIFICATE AND REFUND OF CAUTION DEPOSIT**

Sir / Madam,

Please issue Transfer Certificate of my son / Daughter along with Caution Deposit. Necessary particulars are given below:

1. Name of the Student.....
2. Class & Section:..... Date of Birth ..... **(ENCLOSE COPY OF DOB)** Admission Number.....
3. Student Aadhaar Number.....Religion.....Mother Tongue.....
4. Fathers’ Name: .....
5. Fathers’ Aadhaar Number.....
6. **(For NEFT)** Fathers’ Name as per Bank Account **(WRITE IN CAPITAL LETTERS)**.....  
.....Bank Name & Branch...../  
IFSC Code..... Bank A/c No. ....
7. Mothers’ Name .....
8. Mothers’ Aadhaar Number.....
9. **(For NEFT)** Mothers’ name as per Bank Account (only if admission is done on mothers’ name) **(WRITE IN CAPITAL LETTERS)**.....Bank Name & Branch...../  
IFSC Code..... Bank A/c No. ....
10. Fees paid up to (date): ..... **(ENCLOSE COPIES OF RECEIPTS)**
11. Date of leaving the School: .....
12. Reason for applying for Transfer Certificate .....
13. Name & Place of School where the child is to be admitted.....
14. Next Address for Communication with phone number .....

I hereby certify that:

- a) I have cleared all dues /paid all fees due to my son/daughter/wards as on date.
- b) To best of my knowledge no dues are outstanding.
- c) I will pay any fees /dues accruing to me subsequent to issue of TC for the period during which son/daughter/wards has been in the school.

**Kindly Note:**

Parents are hereby informed that a fine of Rs.100/-(Rupees one hundred only) shall be paid in cheque under the following circumstances:

1. Cancellation of Transfer Certificate
2. Cancellation of cheque for any reason.
3. Re-issue of cheque for reasons such as Cheque turning state/outdated, spoilt/ misplaced/lost/change in payee’s name.

Thanking You.

Yours faithfully,

Signature of the parent with date.

**CLEARANCE CERTIFICATE FORM FROM CLASS TEACHER**

1. Name of the student:..... 2. Class & Section.....
3. Last date of attendance of the pupil .....
4. Subjects studied.....
5. Total No. Of Working days..... No. of school days attended by the student.....
6. 1<sup>st</sup> Year or 2<sup>nd</sup> Year in the same class: .....
7. Result: .....
8. Report Card issue date:.....
9. **Dues** :
- |   |   |
|---|---|
| Whether any dues towards Library            | : |
| "    "    "    "    Games & Sports          | : |
| "    "    "    "    NCC                     | : |
| "    "    "    "    Phy. Lab                | : |
| "    "    "    "    Chem. Lab               | : |
| "    "    "    "    Bio. Lab                | : |
| "    "    "    "    Maths Lab               | : |
| "    "    "    "    Computer Lab            | : |
| "    "    "    "    Class Room              | : |
| "    "    "    "    House Master / Mistress | : |
10. Gate pass of parent / guardian / driver :

Name of Class Teacher

Signature with Date

**(OFFICE USE)****REFUND VOUCHER**

Sl.No.	DETAILS OF PAYMENT	AMOUNT(Rs.)
01	Caution Deposit	
02	Refund of Adv.Fee	
03	Others if any (specify)  Deduction if any (Specify)	
	<b>NET AMOUNT</b>	

Signature of Accountant:

Received a sum of Rs..... (Rupees.....)

Being refund of fees: my son / daughter / wards.....

Class..... Section..... Cheque No..... Dated.....

Signature &amp; Name