

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

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To

The Principal
Navy Children School, SVN Colony, 104 Area, Marrisalem Post, Visakhapatnam – 530 018

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.....Admission Number.....
3. Fathers’ Name:
4. (For NEFT) Fathers’ Name as per Bank Account (WRITE IN CAPITAL LETTERS).....
.....Bank Name Branch Name
IFSC Code..... Bank A/c No.
5. Mothers’ Name
6. (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.
7. Fees paid up to (date): **(ENCLOSE COPIES OF RECEIPTS)**
8. Date of leaving the School:
9. Reason for applying for Transfer Certificate
10. Name & Place of School where the child is to be admitted.....
11. Next Address for Communication with phone number
..... 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 Re-issue of cheque for reasons such as Cheque turning state/outdated, spoilt/ misplaced/lost/change in payee’s name.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.

ENCLOSE COPY OF THE DATE OF BIRTH CERTIFICATE

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. 1st Year or 2nd 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	:

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)	
	NET AMOUNT	

Signature of Accountant:

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

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

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

Signature & Name