

**FORM OF APPLICATION FOR TRANSFER CERTIFICATE**

The Headmistress  
Navy Children School,  
Karwar

Date:

Madam,

Please issue Transfer/School Leaving Certificate of my son/daughter along with Caution Deposit. Necessary particulars are given below:-

1. Full name of the pupil: \_\_\_\_\_
2. Admission Number : \_\_\_\_\_ Class: \_\_\_\_\_ Sec: \_\_\_\_\_
3. Father's Name: \_\_\_\_\_
4. Mother's Name: \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_ Contact No.: \_\_\_\_\_
6. Nationality and Religion \_\_\_\_\_
7. Whether SC/ST/OBC etc \_\_\_\_\_
8. School dues cleared upto \_\_\_\_\_
9. Reasons for withdrawing: \_\_\_\_\_
10. Date of withdrawal: \_\_\_\_\_

Parents Signature \_\_\_\_\_  
Name \_\_\_\_\_

**1.15 Days notice is to be given before the withdrawal of pupil or a fee will be charged.**

2. No Leaving Certificate is given until all dues have been paid in full or satisfactorily arranged for and library books returned.

3. The Leaving Certificate will be posted to the given address if a stamped envelope is supplied together with the application from.

CERTIFIED NO DUES

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

Class Teacher : \_\_\_\_\_

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

Lab Asst(class IX): \_\_\_\_\_