



## INDIAN SCHOOL SALALAH

### WITHDRAWAL FORM

#### RULES

- 1) Request for withdrawal of child must be submitted at least **THREE DAYS** in advance.
- 2) A Transfer Certificate will only be issued if all the school dues have been cleared and school property taken on loan, if any, have been returned.
- 3) While applying for Transfer Certificate, the parent or guardian is requested to state his/her reason or removing the child as this has to be entered in the certificate.
- 4) In case of withdrawal of a child in the middle of a term, fee paid for that term will not be refunded.

**The Principal  
Indian School Salalah  
Sultanate of Oman**

Date of Application: \_\_\_\_\_

Sir,

Please issue Transfer Certificate in respect of my son/daughter \_\_\_\_\_

studying in Class \_\_\_\_\_ section \_\_\_\_\_ year \_\_\_\_\_ GR No. \_\_\_\_\_  
*(Please write present Class & Section with academic year)*

State reason for withdrawal: \_\_\_\_\_

State child's last attendance in the school: \_\_\_\_\_

Have all the school fee been paid: YES / NO [if 'NO', Transfer Certificate will not be prepared]

Availing School Bus Transport: YES / NO If 'YES', Transport Fee Paid till: \_\_\_\_\_

Date when Transfer Certificate is required: \_\_\_\_\_

Name of the applicant: \_\_\_\_\_

Name of Father/Mother: \_\_\_\_\_  
*(As in the bank account as Refundable Deposit Cheque will be issued in this name)*

Signature of the applicant: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Office to issue Transfer Certificate \_\_\_\_\_

**PRINCIPAL**

#### FOR OFFICE USE ONLY

Issued TC No.: \_\_\_\_\_ GR No.: \_\_\_\_\_ Date: \_\_\_\_\_

In respect of Master/Miss \_\_\_\_\_

\_\_\_\_\_  
**Signature of Office Clerk**

**TO BE COMPLETED BY THE CLASS TEACHER**

Name of the Pupil (in BLOCK LETTERS): \_\_\_\_\_

Class & Section: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ GR No.: \_\_\_\_\_

Standard in which studying at the time of leaving: \_\_\_\_\_

Date since when studying in the above standard: \_\_\_\_\_

Progress in studies: Unsatisfactory / Satisfactory / Good / Excellent

Conduct in school: Satisfactory / Good / Excellent

Date of leaving (last attendance in the school): \_\_\_\_\_

Attendance: 
$$\frac{\text{Total attendance since the commencement of the session}}{\text{Total working days since the beginning of the session}}$$
 ] \_\_\_\_\_

Promotion: (i) Not Applicable (ii) Granted to Std. \_\_\_\_\_ (iii) Failed in Std. \_\_\_\_\_

The above details are correct as on the student's last attendance i.e. \_\_\_\_\_

Note: Attendance must be calculated as of the last attendance in the school.

\_\_\_\_\_  
**Signature of the Class Teacher**      **Signature of Incharge-KG/Primary/Middle/AVP/VP**

**TO BE COMPLETED BY THE LIBRARIAN**

State whether the student is a defaulter or not: YES / NO. If 'YES', give details

Number	Title of the Book	Price

\_\_\_\_\_  
**Signature of the Librarian**

**TO BE COMPLETED BY THE NURSE**

Vaccination Report issued or not: YES / NO. If 'NO', reason: \_\_\_\_\_

\_\_\_\_\_  
**Signature of the Nurse**

**TO BE COMPLETED BY THE ACCOUNTS OFFICE**

School Fee paid in full till: \_\_\_\_\_ Bus Fee paid in full till: \_\_\_\_\_

The above mentioned details are correct as on \_\_\_\_\_

Transfer Certificate may be issued.

\_\_\_\_\_  
**Signature of the Accountant**