



## TRANSFER CERTIFICATE - EXIT FORM

(Note: It is mandatory to fill all the details solicited in this form to issue TC) **STUDENT INFORMATION:**

Student Name : \_\_\_\_\_  
ID Number : \_\_\_\_\_  
Present Grade : \_\_\_\_\_  
Present Boarding type : \_\_\_\_\_  
Present Campus : \_\_\_\_\_  
Reason for leaving school : \_\_\_\_\_

### **DETAILS OF INSTITUTION MOVING TO:**

School Name : \_\_\_\_\_  
Board (CBSE/IB/Others-pls specify) : \_\_\_\_\_  
Class to be admitted : \_\_\_\_\_  
School Address : \_\_\_\_\_  
Phone Number & E-mail Id : \_\_\_\_\_  
Relocating (City/State/Country) : YES / NO  
If (YES) Full Address : \_\_\_\_\_  
: \_\_\_\_\_  
Contact No. & Email Id (Father& Mother) : \_\_\_\_\_

### **NO DUE DECLARATION**

This is to inform you that there are no dues or pending amount to be collected from the school for my ward. Any deposit or others have been adjusted for paid fee arrears.

Parent / Guardian's Name : \_\_\_\_\_  
Parent / Guardian's Signature : \_\_\_\_\_  
Date : \_\_\_\_\_.

### **Refund Bank Details :**

Kindly send an email containing your bank details in the format mentioned below :

Name of Account Holder :  
Name of the Bank :  
Name of the Bank Branch :  
Account Number :  
Account Type :  
IFS Code :