



# ST. THOMAS SCHOOL

Indraprastha Yojna, Pocket-H, Loni Road, Ghaziabad- 201003 (U.P)  
Ph: 0120-2981063,64

## APPLICATION FOR TRANSFER CERTIFICATE

### PART – A (To be filled by Parent)

Respected Madam/ Sir,

With profound respect I beg to state the following for your necessary action. I wish to withdraw my Son/ Daughter whose particulars are given below:-

- (a) Name of the Student .....Class .....Section.....
- (b) Religion.....Caste.....State whether ST/SC/OBC.....
- (c) Date of Birth..... (d) Admission No. ....
- (e) Date of admission..... (f) Present class from which withdrawn.....
- (g) Date of withdrawal.....
- (h) Reason for withdrawal.....
- (i) Name of the Parents (a) Father.....(b) Mother.....

*\*Please submit Rs. 100/- along with this duly filled form at the Office Fee Counter.*

Date.....

Signature of the Parent

### For Office Use only

### PART – B

#### NO DUES CERTIFICATE:-

- 1. Laboratory
- 2. Library
- 3. Class Teacher
- 4. Sports Section
- 5. Fee Section
- Fee Paid till .....

Certified that the T.C. can be issued in respect of the above student and no dues are outstanding / or the outstanding dues are reasonably adjusted and other particulars has been verified from the admission register And T.C. Receipt No ..... Receipt Date ..... is forwarded to you for approval.

**WITHDRAWAL APPROVED/ NOT APPROVED. PREPARE THE T.C.**

**PRINCIPAL**