

APPLICATION FORM FOR TRANSFER CERTIFICATE / LEAVING CERTIFICATE

The Principal
Indian Central School
Kuwait

Date

(To be filled in by the Parent / Guardian)

Name of the Student.....Reg. No

Class and Section.....

Date of leaving School

Reason for leaving School (strike out which is not applicable)

He/She is leaving Kuwait / He/ She wants to continue in another school

Name of Country / School to be joined

Clearance from the Class Teacher

Clearance from the Librarian / Laboratory

Clearance from Account Section

Clearance from Transport Section

Clearance from Book Store

Name & Sign. of the Parent / Guardian

Office Use only

Any dues to be paid

.....
Principal's Sign. & Remarks

.....
Sign. Cashier

Note : School fee has to be paid till the date this application is filed. Submit this application at least a fortnight before you require the T.C. / L.C.

If a student attends school during the term, full term fee will be charged irrespective of the number of days attended. Parents are expected to pay the fee till the child is on the rolls of the school.