

VSPK INTERNATIONAL SCHOOL, JAIPUR

From : _____

Tel: (O) _____ (R) _____

To: The Principal
VSPK International School
Pratap Nagar, Jaipur

Respected Sir / Ma'am,

Subject: - Application for Transfer Certificate:

I wish to withdraw my son / daughter from the School with effect from _____

The reason for the withdrawal is _____

Name of the Student _____ Class _____ Sec _____

It is therefore requested that a Transfer Certificate be issued to my ward and refundable deposit of R.O. (if any) _____ be returned to me. It is understood that arrangement for the refundable deposit will take approximately 10 days from the date of this application.

Class Teacher's Name: _____ S.R. No. _____

Thanking You,

Parent's Name: _____ Signature: _____ Date: _____

Please furnish the following details also:

If any other child/ children of yours is/ are studying in the school.

| # | Name of Student | S.R. No. | Class & Sec. |
|---|-----------------|----------|--------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

FOR OFFICE USE ONLY

(a) Clearance from the Laboratory _____ Examination Department _____

(b) Clearance from the Librarian: _____ Cafeteria _____

(c) Class Teacher's remarks on Attendance: From : _____ To: _____ No. of Days = _____

(d) Last Date of Attendance: _____

Class Teacher's remarks about the progress in studies: _____

(Please keep the REPORT CARD/ MARKS CARD ready)

Name of the Class Teacher: _____ Signature: _____ Date: _____

REFUNDABLE DEPOSIT DETAILS (For Accounts Dept.)

| Amount (R.O.) | Receipt No. | Receipt Date: |
|---------------|-------------|---------------|
|---------------|-------------|---------------|

Important Instructions:-

1. No School Leaving Certificate is given until all sums due to the school have been paid in full.
2. Xerox Copy of fees paid is to be attached.
3. Parents are requested to provide one Cancelled Cheque (for refund of caution money)

4. No Leaving Certificate will be given before the Annual Examination results are announced in March.

