

## TC Request Form

Application Date..... Last Date of Attendance.....

Name of Student:.....

Academic Year..... Grade/Year .....

Section..... Admission No.....Date of Joining .....

Name of the Parent: Mr/Ms.....

Contact Number -: Res ..... Mob.....

### Reason for Leaving (Please tick)

We are moving to another country.

We are moving to another area within UAE.

Due to fees.

Moving to another school (please specify the reason) .....

**Type of Transfer Certificate:** (please tick the relevant one – for attestation purposes)

1. Local (within Dubai): \_\_\_\_\_ Name of the School \_\_\_\_\_

2. Other Emirates \_\_\_\_\_ 3. Overseas \_\_\_\_\_

**Note: TC attestation fee is AED 28.5/- and will be issued once all fees are cleared**

Signature of the Parent/Guardian.....

### CLEARANCE FORM (for office use only)

#### From the office of the Registrar

All school dues cleared till:..... Signature:..... Date:.....

#### To be completed by the Accountant

a) All school dues cleared till:..... Signature:..... Date.....

b) TC Attestation charges AED 28.5/-.....

c) Transport dues cleared till:..... Signature:..... Date.....

**Class Teacher:** Last Date of Attendance..... Signature of Teacher .....

**Clinic** ..... Signature.....

**Librarian:** Library books returned Yes/No ..... Signature.....

Signature of Parent.....

**Acknowledgement of Receipt of TC:** TC received Yes / No

Signature of Parent..... Date: .....