



APPLICATION FOR TRANSFER / LEAVING CERTIFICATE

Name of the **Student**: Master/Miss _____

Date, Month and Year of Admission in Indian Public School Nairobi _____

Class & Section: _____ Student's **Aadhar No.**: _____

Date of Birth: _____ Mother Tongue: _____

Nationality: _____ Religion: _____

Place of Birth (City/Village, Taluka, District, State) _____

Caste/Sub Caste: _____

(Those who are a member of Scheduled Caste / Tribe or a Community classified as Backward Class by the State Government are required to provide a copy of Caste Certificate)

Father's Name: _____

Mother's Name: _____

Date & Class of Admission: _____

Last date of School Attendance: _____ Date of Submission of Application: _____

Reason for taking TC _____

Name of the School & Place seeking admission _____

Signature of Father _____ **Signature of Mother** _____

Mobile No. _____ Mobile No. _____

(Signatures of both the parents are compulsory for legal reasons)

Note:

1. If either of the parent is unavailable for signing the Application form, then such parent should give NOC/ Authority letter to the other parent.
2. TC Application will be processed only after school's dues are cleared including **TC Charges**.
3. TC will be issued only to Mother / Father. In case of Student/Guardian, Letter of Authorization with identity proof would be required.

APPLICATION FOR SECURITY DEPOSIT REFUND

Name of the **Student** Master/Miss: _____

Class & Section _____

Father's Name: _____

Mother's Name: _____

Date & Class of Admission: _____

Last date of school attendance: _____

Amount of Security Deposit paid in Figures: _____

In words: _____

Last Fee paid on: _____

Amount: _____

Account Name in which amount to be transferred: **(ONLY PARENT'S NAME)**

Bank Name: _____ Account No: _____

IFSC Code: _____ Branch: _____

Tel. No: _____ E-mail ID of the Parent: _____

I hereby agree to have the Refund transferred to my bank account as above.

Signature of Father with Date _____

Signature of Mother with Date _____

Along with this form, the following documents are required for claiming Security Deposit:

1. Cancelled Cheque of the above account (Account holder's name should be printed on the cheque)
2. **TRANSFER CERTIFICATE FEE PAYMENT SLIP** (Please refer school's Fee structure)
3. Original Security Deposit receipt (if not available an affidavit to be produced)
4. Copy of last fee paid receipt (if not available copy of bank statement to be produced)

Note: Security Deposit money will be transferred to above mentioned A/C within **two to three WEEKS** after date of collection of TC through - RTGS/CHEQUE