



INDIAN SCHOOL AL-GHUBRA

Tel: 24493377 / 24491605 / 24491587

Date: _____

From: _____

Tel: Office _____ Res: _____

To: The Principal
Indian School, Al Ghubra

Dear Ma'am,

APPLICATION FOR TRANSFER CERTIFICATE

This is to inform you that I wish to withdraw my ward from Indian School Al Ghubra International with effect from _____. The reason for the withdrawal is _____. It is therefore requested that a Transfer Certificate is issued to my ward and the refundable deposit of RO. _____ to be refunded to me.

Name of the student: _____ Class: _____ Sec: _____ GR#: _____

(Applying for TC)

Name of Brother / Sister: _____ Class: _____ Sec: _____ GR#: _____

(Passed out from ISG)

Name of Brother / Sister: _____ Class: _____ Sec: _____ GR#: _____

(Studying in ISG)

Thanking you,

Yours faithfully,

PARENTS' SIGNATURE

Nothing is due now: Class Teacher: _____ Librarian: _____

Refund against Rt# _____ dated _____ RO. _____ TC# _____

Fees due: from _____ to _____ Amount RO. _____ to be collected

Please be advised to get the Transfer Certificate (TC) duly attested by the Embassy of India, Muscat, in your own interest in order to avoid any inconvenience when seeking admission in schools / colleges in India.