

## 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 26 /- 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 26/-.....

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:** .....