To 
The Principal 
South Point School 
16, Mandeville Gardens, 
Kolkata – 700 019 

Sub: **Application for Transfer Certificate**

Student I.D. No.: ________________________________

Name : __________________________________________

Class: ___________ Section: ______ (Morn/Aft.)

Reason for withdrawal: ________________________________________________________________

____________________________________________________________________________________

Last Class attended: ______________________

Tuition and Other Fees paid up to: _________________

Annual Charges paid: Rs._______________________

Special Class/Activity Club/Abacus Fees, if any, paid up to: ________________________________

Bus Service availed: Yes/No ___________. If yes, Bus Fees paid up to _________________

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**Father’s Signature** ___________________________________________  **Mother’s Signature** ________________________________

For office use ________________________________

Remarks with signature and date:-

<table>
<thead>
<tr>
<th>Class Teacher</th>
<th>Librarian</th>
<th>Transport Department</th>
<th>Accounts Department</th>
</tr>
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</table>

Encl.: 1) Old and New Fee Book
2) Student’s I.D. Card
3) Report Card (original and photocopy)
4) TC fee payment slip.

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**Checked by** ___________________________________________  **Principal** ________________________________

Received from Mr./Mrs. ________________________________________ an application
for issue of Transfer Certificate for his/her ward ________________________________

I.D. ________________ Class: ___________ Section: ___________ Morn/Aft. on dated ________________

T.C. to be issued on ________________

______________________________

**Signature**