



SRI VAGISVARI VIDYA MANDIR

2/59, PILCHINNAMPALAYAM (MANAL MEDU) VALPARAI ROAD,
SAMATHUR ♦ POLLACHI - 642 123. Phone : 271614

TRANSFER CERTIFICATE APPLICATION

STUDENT PARTICULARS : (In Block Letters)

Date :

Name
ClassSectionAdmission Number
Father's / Guardian's Name
Address :
.....
Phones (M) (R).....(O).....
Mobile Email ID -

REASON(S) FOR APPLICATION

☐ Shifting to other Local School, because of :
(a) Distance Factor ☐ (b) Academics & General Environment of DPS ☐ (c) Parent's Transfer to another city ☐
(d) Shifting to a Boarding School ☐ (e) Passed Class XII ☐ (f) Any other Reason ☐

SECURITY DEPOSIT REFUND

Please adjust any dues that stand in my ward's name against the security against the Deposit, Balance, if any, may be refunded to me through a Cheque and despatched in the attached self- addressed envelope.

Cheque to be issued in favour of
(Name in Block Letters)

Signature of Parent

FOR OFFICE USE ONLY

TC Application received on by

Last Date of Attendance

Remarks

Initials of P.A. to Principal

S.No.	Section	Name	Remarks	Initials
1	CLASS TEACHER			
2	RESOURCE CENTRE			
3	PE DEPARTMENT			
4	LAB DUES			
5	MISCELLANEOUS DUES			
6.	ACCOUNTS DEPARTMENT Refund Details -	Security Deposit		
		Hostel		
		Education Fee		
		Transport Fee		
		Total Refundable Amount		
		Less : Dues, if any		
		Net Amount		

T.C. May be issued

T.C. May not be issued

Principal's Signature

Date