

Date .....

From : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To :  
The Principal  
Modern High School for Girls  
78, Syed Amir Ali Avenue  
Kolkata 700019

Ref No. ....

Madam,

**Re : Application for Transfer Certificate**

I/we would like to withdraw my/our daughter ..... of Class .....  
Sec. .... from this School. Her last day of attendance in this School will be \* .....  
The reason for withdrawal is .....

Thanking you,  
Yours faithfully,

(Official Guardian)  
(as per school record)

**\* should be same or later than the date of application**

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- N.B. :**
- Promotion to next class will be mentioned in T.C. if the last day of attendance is not earlier than 31<sup>st</sup> March of the relevant academic year.
  - T.C. will be processed after the last day of attendance at School or after the payment of all outstanding fees including transfer certificate fees, whichever is later. T.C. will be handed over after receipt from Council with required clearance and signature.
  - T.C. will not be processed during school holidays.
  - T.C. is to be collected by any one of the parents. Anyone other than parent is required to bring authorisation letter from parents to collect the same.
  - Issuing of T.C. is subject to D.I. Schools/C.I.S.C.E. endorsement.
  - **Transfer certificate fees of Rs.1000 to be paid online by Debit Card/Credit Card/Net Banking only from the next working day of withdrawal application submitted. Please note that the payment gateway charges (if any) are to be borne by the guardian. Fees will not be received by any other mode. Please bring Transfer Certificate fee payment receipt at the time of collecting Transfer Certificate.**