

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,

FATHER

MOTHER

(Both as per school record)

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

- N.B. :**
- Promotion to next class will be mentioned in T.C. if the last day of attendance is not earlier than 31st 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 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.
 - **Withdrawal of a child from the school requires either the written consent of both parents or an order of a competent court specifically authorising any one parent, guardian or any other person to withdraw the child.**
 - **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.**