

INTERNATIONAL INDIAN SCHOOL, RIYADH
REQUISITION FOR TRANSFER CERTIFICATE

Please note:

Date : _____

1. This requisition is to be submitted to the T.C.Incharge 7 days in advance.
2. The requisition once submitted cannot be cancelled. S.R. 100/- per child will be charged for cancelling the requisition. If the T. C. is not collected after the submission of requisition and the student continues to attend the classes SR. 100/- will be charged to the student along with the regular fee.
3. If the last child of the family studying in the School (whose first child was admitted before March 1998 Or after March 2009 to February 2011) is being withdrawn, an amount of SR. 500/- per family will be refunded by the cheque upon submission of copy of the T.Cs, issued by the School to the accounts dept. If the Cheque is not collected within 2 months from the date of the T.C. issued the amount will be forfeited and will not be refunded or adjusted in future under any circumstances.
4. I have read, clearly understood and will abide by the rules stated above.

Father's Name : _____

Tel. No. _____ Mob. No. _____

Signature of Parent _____

STUDENTS PARTICULAR TO BE FILLED IN BY THE PARENT			TO BE FILLED IN BY THE CLASS TEACHER			SECTION SUPERVISORS' SIGNATURE
G.R. Code	Name of the Student	Class & Sec.	Class attended up to date	Name & Signature of Class Teacher	Emp. No.	

Note: The parents should take clearance from the following departments in the order given below:-

_____	_____	(Boys) / (Girls)	(Boys) / (Girls)	_____
Transport Section	Book Store	Laboratories	Librarian	Fees Section
		(for Std. VI & above)	(for Std. VI & above)	

T. C. Incharge

Principal