



# TAPTI VALLEY INTERNATIONAL SCHOOL

## APPLICATION FOR SCHOOL TRANSFER CERTIFICATE

To,

Date:

The Principal

Tapti Valley International School, Surat

Name of Student : \_\_\_\_\_ Admission No. : \_\_\_\_\_

Grade & Sec : \_\_\_\_\_ Contact No. : \_\_\_\_\_ Email Id: \_\_\_\_\_

Dear Sir,

You are requested to issue the TC for my ward studying in your School. I confirm that I have paid the dues payable to the School and there is no outstanding amount in my ward's name. Please refer to the exit questionnaire for my feedback about the school. The last working day for my ward would be \_\_\_\_\_.

Mother's Name : \_\_\_\_\_ Mother's Signature : \_\_\_\_\_

Father's Name : \_\_\_\_\_ Father's Signature : \_\_\_\_\_

### **OFFICE USE ONLY**

Signature of Class Teacher : \_\_\_\_\_ Signature of level Coordinator : \_\_\_\_\_

Signature of Principal : \_\_\_\_\_

### **FEED BACK**

Please write the reason for leaving the School and share your experience. We request you to be open and honest since your responses will be taken positively as critical feedback for improvement and will be treated with utmost confidence.

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Name and Signature of Parent :-

Date :-