

The Principal

Swastik Public School

Main Road Sushant Vihar, Ibrahimpur Extn,

Delhi – 110036

**APPLICATION FOR ISSUE OF SCHOOL LEAVING CERTIFICATE**

**A PARTICULARS OF THE CHILD & CHILDREN**

| S.No. | Name of the Child | Admn No | Category | Class & Sec | Date of Birth | Male/<br>Female |
|-------|-------------------|---------|----------|-------------|---------------|-----------------|
|       |                   |         |          |             |               |                 |
|       |                   |         |          |             |               |                 |
|       |                   |         |          |             |               |                 |

**B SCHOOL DUES HAVE BEEN PAID UPTO**

[A month's notice must be given in writing by the parents, before a student is withdrawn otherwise a fee of one month in lieu of notice will be charged. For withdrawal during May or June fees for two months i.e. May and June will be charged. **[No Transfer Certificate will be issued unless all the school dues are cleared]**

C Reason for withdrawal .....

D Transfer Certificate required on .....

E We/ I hereby undertake that our/ my child will not attend the school once the TC is issued.

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Residence Address: \_\_\_\_\_

Date \_\_\_\_\_ Mobile No: \_\_\_\_\_

**FOR OFFICE USE ONLY**

1. Admin Clearance dues to charged up to and for \_\_\_\_\_
2. Class Teacher \_\_\_\_\_ (Please give attendance)
3. Accounts Clearance Fees charged up to \_\_\_\_\_