



Lokmanya Tilak International School

Plot no 93-98, Sect-4, Vikas Nagar, Koparkhairane, Navi Mumbai-400709

Contact No .022-27541002/4 Email : ltis.ltjss@gmail.com

APPLICATION FOR TRANSFER / LEAVING CERTIFICATE

Date _____

Name of the Student: **(as per School record)** Master/Miss _____ Class / Sec _____

Father's Name: _____ Mother's Name _____

Student's Aadhar no. _____ Date of birth _____ Mother Tongue _____

Nationality _____ Religion _____ Caste: _____ Place of Birth: _____

Last working day in school: _____ Reason for taking the T.C. _____

Signature of Father _____ Signature of Mother _____

Mobile no. _____ Mobile no. _____

*(Signatures of both parents are compulsory for legal reasons)

*(Those who are member of Scheduled Caste or a Tribe or a Community Classified as Backward Class by the State Government are **required to provide Caste Certificate copy**)

Note:

- 1) If either parent is not available to sign the Application form, then such parent should give the NOC / Authority letter to the other parent.
- 2) TC application will be processed only after the school's dues (Fees, Library, Labs. etc.) are cleared. A student has to clear all dues up to the date of withdrawal before the issue of TC. The fees are payable for the month in which the student's name is on the rolls of the school
- 3) TC will be issued only after 20 working days from the date of application and subject to point (2) above.
- 4) TC will be issued only to the mother/ Father/ Student or a person authorised in writing (proof would be required).

For office use only –

Student's Adm.No. _____

The last date of school attend. _____ No. of days attended by student _____ Total working days _____

Pass / Fail / Studying in class : _____

I have read & noted the above information filled in by the parent & found it correct.

Class teacher's Name & Signature: _____

Date: _____