

TO  
 The Principal  
 Oil Valley Girls' and Boys' School  
 Dibrugarh, Assam 786001

Date :  
 Subject: Application for issue of school leaving certificate

A PARTICULARS OF THE CHILD/CHILDREN

Name of the Child	School No	Category	Class & Sec	Date of Birth	Male/Female

B SCHOOL DUES HAVE BEEN PAID UPTO \_\_\_\_\_  
 [A month's notice must be given in writing by parents, before a student is withdrawn otherwise the fee for one month in lieu of notice will be charged. For withdrawals during 1<sup>st</sup> Term or 2<sup>nd</sup> Term fees for half term i.e. 6 month 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.

Father's / Mother's Name: \_\_\_\_\_

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

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

FOR ADMINISTRATIVE OFFICE USE

- Accountant Clearance Dues to be charged up to and for \_\_\_\_\_
  - Library Clearance \_\_\_\_\_ 3. Class Teacher \_\_\_\_\_ (Pl give attendance)
  - Accounts Clearance Fee charged up to : \_\_\_\_\_ on the following heads:-  
 T.C. Charge \_\_\_\_\_ Tuition Fee \_\_\_\_\_ Annual Chg \_\_\_\_\_ Planner \_\_\_\_\_ Bus Charge \_\_\_\_\_  
 Comp Fee \_\_\_\_\_ Dev Fee \_\_\_\_\_ Fine \_\_\_\_\_ I Card \_\_\_\_\_ Others \_\_\_\_\_
- Total Fee Charged Rs \_\_\_\_\_ Credit BAL refunded \_\_\_\_\_

PRINCIPAL

Administrative Assistant

CASHIER