



APPLICATION FORM FOR TRANSFER CERTIFICATE

The Principal
The King's School, Kottiyam, Kollam

Date _____

Dear Madam,

You are requested to kindly issue the Transfers Certificate of my son/
daughter. The necessary particulars are given below.

Name _____

Admission No. _____ Grade _____ Div _____

Reason for leaving _____

Name of School to join _____

I need DEO attestation* Yes No

Name of of Parent _____ *Signature*

FOR OFFICE USE ONLY

Date of student's last attendance in school _____

Remarks Average Good
 Very Good Excellent

Attendance Regular
 Irregular

Name & Sign. of Class Teacher _____

Issuing of TC authorised by _____ *Signature of Principal*

All fees paid _____ *Signature of Finance Manager*

All books returned _____ *Signature of Librarian*

TC No. _____ Dt. _____ TC Issued
Not Issued *Sign.*

TC will be issued only after 5 working days after receiving the application.

***Applicable only to those students who are seeking admission
outside Kerala and will have to wait for 15 working days.**