



CBSE Affiliation No. 1730818  
School Code : 11167

# St. Xavier's School, Nevta, Jaipur

Nevta-Mahapura Road, Jaipur-302029, Rajasthan

Email : stxaviersnevta@gmail.com

Phone : 8890531185

## Application for Transfer Certificate

Date: \_\_\_\_\_

### The Principal

### St. Xavier's School

Nevta-Mahapura Road  
Jaipur.

### Respected Fr. Principal,

Please furnish me with the **School Leaving Certificate (Transfer Certificate)** of my son/daughter whose particulars are given below. All due towards the school have been paid and necessary signatures have been obtained from the different departments.

Name: \_\_\_\_\_ Class & Section: \_\_\_\_\_ Reg. No.: \_\_\_\_\_ Sex: Male/Female

Father's Name: \_\_\_\_\_ Father's Mobile No.: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Mother's Mobile No.: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Date of Leaving: \_\_\_\_\_

### No Dues Certificate from different Department:

| S.No. | Department     | Remark | Signature |
|-------|----------------|--------|-----------|
| 1     | Account Office |        |           |
| 2     | Transport      |        |           |
| 3     | Library        |        |           |
| 4     | Class Teacher  |        |           |

Thanking you,

Signature of the Principal

Yours Faithfully  
(Signature of Father/Mother)

### Kindly Note:

1. One month's notice must be given before the withdrawal of a student or one month's extra fee will be charged.
2. Students who leave in a particular month, must pay fees for that particular quarter i.e. those who leave in April/May must pay fees up to June; those who leave in July/August must pay fees up to September and so on.
3. No Transfer Certificate will be issued until all sums due to the school have been paid in full.
4. Transfer Certificate will be issued after seven working days from the date of application.