



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.