

Guidelines regarding Transfer Certificate

- 1. Transfer Certificate is a legal document.**
2. A clear one-month notice in writing must be given before the pupil is to be withdrawn.
3. Transfer Certificates will be issued only when all the dues of the school are settled. Parents are requested to ensure that they have deposited the fee for the month in which they have applied for TC.
4. Those wishing to withdraw in the new session should apply for TC latest by 31 March of that year.
- 5. Parents are requested to check all the details on TC before accepting it. Correction is possible before the issue of TC. Once issued, TC details cannot be changed. Only clerical errors can be rectified.**
6. The details on the TC are taken from the Student Admission Form and Scholar Register; hence the parents are requested to fill the form carefully based on valid legal documents/previous TC.
7. Preparation of TC takes time, please apply with time in hand.
8. Duplicate Copy of TC will not be issued as a matter of practice.
9. However, under genuine circumstances, a duplicate copy may be issued if the head of the institution is satisfied that the original is lost but it shall always be marked **DUPLICATE**.
10. Parents need to submit a formal application to the school, accompanied by an FIR (police complaint) for the lost document, an affidavit on stamp paper stating the loss, and payment of a fee. The school will verify records and issue a new copy.
11. Transfer Certificate for a session is uploaded online on the school website. It can also be downloaded.
12. Parents are advised to upload the scanned copy of the TC in the student Digi locker for future requirements.