

**APPLICATION FORM FOR WITHDRAWAL OF STUDENT AND ISSUE OF
TRANSFER CERTIFICATE**

To,
The Principal
Adharsheela Global School
Vasundhara, Ghaziabad

Respected Ma'am,

I/We request you to kindly process the withdrawal of my/our son/daughter/ward and issue the **Transfer Certificate (T.C.)**. The required details are given below:

A. STUDENT DETAILS

Name of Student: _____

Admission No.: _____

Class & Section: _____

Date of Birth: ____ / ____ / ____

Nationality: _____

Father's Name: _____

Mother's Name: _____

Category (SC/ST/OBC/General): _____

Date of Admission: ____ / ____ / ____

Last Class Attended: _____

Fee Paid Up To (Date): _____

Reason for Withdrawal: _____

B. PARENT / GUARDIAN DETAILS

Residential Address: _____

PIN Code: _____

Mobile No.: _____

Email ID: _____

Proposed / Actual Date of Leaving School: ____ / ____ / ____

Date of Application: ____ / ____ / ____

C. DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge.

I/We confirm that there are **no pending dues payable to the school** and that all school property, including books, equipment, identity card, and any other items issued by the school, have been returned/cleared, wherever applicable.

I/We request the school to kindly process the withdrawal and issue the Transfer Certificate after completion of all prescribed formalities.

Signature of Father: _____

Name: _____

Signature of Mother: _____

Name: _____

Date: ____ / ____ / ____

NOTE:

The Transfer Certificate will be issued as per the applicable school rules and CBSE guidelines, subject to completion of all prescribed formalities and clearance of all outstanding dues. For any clarification regarding the withdrawal/Transfer Certificate process, parents/guardian may contact the school office during working hours.