

**The Principal  
Indian School Nizwa  
Sultanate of Oman**

**Sub: Transfer Certificate and Caution Deposit**

Dear sir/madam,

I, Mr. / Ms. .... wish to withdraw my ward from Indian School Nizwa with effect from ..... (DD/MM/YYYY). The reason for withdrawal is .....

Name of Student: ..... Class: ..... Section: ..... G. R. No: .....

I have other siblings of the ward studying in the school (put 'TICK' mark in the appropriate BOX): YES  NO   
If you answer is 'YES' for the above, kindly furnish the following details for two siblings (max) in the highest classes:

Name of the student	G R No	Class	Section

**I would like to request the school authorities for the following:**

- Issue a Transfer Certificate (T C) in my ward's name.
- The amount R. O..... remitted under "Caution Deposit" in the name of the ward is (put ✓):

transacted as given in #3 below.  
 used to increase the 'Caution Deposit' amount of the sister/brother ..... of my ward studying in Class: ..... Sec: ..... G R No: ..... to R. O. .... and the balance amount (if any) R. O. .... is transacted as given in #3 below.

- Use the following Mode of Transaction (put ✓ in the BOX) for the refund mentioned in #2 above:

A/C payee cheque issued in favour of: ..... (Name)

Account No: ..... Name of Bank (in Oman only): .....

Parent's Signature: .....

Accept the full / balance amount as my voluntary donation to the "ISN Student Benevolent Fund".

Parent's Signature: .....

I authorise the ISN Accounts Department to adjust the full/balance caution deposit amount towards the final settlement of pending outstanding fee amount of my ward.

Parent's Signature: .....

I am fully aware that I shall have to clear all dues and remit fees up to ..... (DD/MM/YYYY) and if I re-admit my ward, I will pay the re-admission fee and other dues for the intervening months.

I am aware that the preparation of the T. C., cheque for refundable deposit will take approximately 30 days from the date of application.

I have paid all the school fee dues up to the month: ..... Year ..... (YYYY)

Receipt No. .... Date of receipt. .... (DD/MM/YYYY) for R. O. ....

Parent's Name: .....

GSM No. ....

Parent's ID (ISN): .....

Parent's Signature: .....

Oman Resident Card No\*: .....

Date: .....

\* Copy of the Oman Resident Card should be attached with this application.

FOR OFFICE USE ONLY
T C Fee Receipt No: .....
Application Received on: .....
Checked & Received by: .....
Receiver's signature: .....

**THIRD PARTY AUTHORISATION**

I hereby authorise Mr./Mrs. .... to accept the **T. C. and caution deposit** of my ward (name) ..... on my behalf at my own risk.

**The Signature, Oman Resident Card number and GSM number of the Authorised person are given below and are duly attested by me.**

Mr. / Mrs. .... Signature: .....

Oman Resident Card No\*: ..... GSM No:.....

\*Copy of the Oman Resident Card of the authorised person should be attached with this application.

**The above signature and other details are attested by me:**

Parent's Name: ..... Parent's Signature: .....

Date: .....

**FOR OFFICE USE ONLY**

**I. "ALL DUES CLEARED" reports by staff in-charges:** (Fine, dues if any should be mentioned here)

Chemistry*	Physics*	Biology*	Computer Lab*	Library	Fee Counter

\* Applicable to students of classes 8, 9, 10, 11 & 12 only.

**II. Class Teacher's report:**

Last date of attendance	No. of days attended	Total No. of working days	Report Card issued (TICK ✓)		Reasons for NOT issuing report card
			YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Name of Class Teacher (CT): ..... Signature of CT: ..... Date: .....

**III. Accounts Department's Report**

Deposit Details at the time of Admission			Details of Refunding of the Caution Deposit*				
Date	Receipt No.	Amount (RO)	Date	Cheque/Bank & AC No.	Voucher No.	Amount	Signature

Remarks (if any):

\* If the parent agrees for "DONATION" as per #3, a receipt for the same has to be issued to the parent.

**IV. Transfer Certificate Details** (Attach final fee settlement details, Caution Deposit Cheque etc., donation receipt, etc.)

Caution Deposit details	T. C. No.	T. C. Issue date	Withdrawal Date	Name & Signature of staff

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