



## TC Request Form

To:  
The Headmistress,  
The Springfield Kindergarten,  
Qatar.

**Sub : Request for *Transfer Certificate* (TC)**

Dear Madam,

I, \_\_\_\_\_, parent of \_\_\_\_\_,

Class \_\_\_\_\_, Reg. No. \_\_\_\_\_, request TSK to issue the Transfer Certificate

(TC) for my child due to the following reason\*:

<input type="checkbox"/>	Completed KG-2	<input type="checkbox"/>	Joining another school in Qatar	<input type="checkbox"/>	Leaving the Country
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\* (select one of the statements which is applicable)

I confirm that I have paid all the applicable fees.

Regards,

\_\_\_\_\_  
Sign of the Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mobile

*For TSK Officials*

Student's Date of Joining : _____		Student's last day in School : _____	
<b>Pending Payments Verification:</b>		Remarks	
Tuition Fee	Paid / Not Paid		
Transport Fee	Paid / Not Paid		
Other Dues	Paid / Not Paid		
<b>Verified By :</b> _____, Sign. _____, Date _____			
<b>TC Approved By :</b> _____, Sign. _____, Date _____			