

## **WITHDRAWAL:**

- Parents seeking Transfer Certificate (T.C.) must give an application for the same before 28<sup>th</sup> February of that academic year, failing which they must pay the first term fees of the ensuing academic year along with the TC charges to get the Transfer Certificate.
- Applications for T.C. received after 25<sup>th</sup> April will be attended to only after the first week of June and no request to issue it earlier will be entertained.
- Transfer Certificate (T.C.) will be given only to those who have paid all their fees, returned library books and settled all other dues.
- The following categories of pupils may be asked to take T.C. (not necessary that the reasons be notified to the parents).
  - a. Those whose behavior, in the opinion of the Principal and teachers, is harmful to the interests of the school.
  - b. Those who are found guilty of misbehaving with fellow students or disobedient and disrespectful towards teachers and staff.
  - c. Those who are irregular in attendance and in submission of assignments.
  - (e) Those who leave the school without the written permission of the principal.