

**APPLICATION FORM FOR ISSUE OF TRANSFER CERTIFICATE**

The Principal  
Army Public School  
Nehru Road, Lucknow

1. You are requested to kindly issue the transfer certificate of (student name) \_\_\_\_\_  
\_\_\_\_\_ Class \_\_\_\_\_ Sec \_\_\_\_\_ admission No \_\_\_\_\_ as (reason )  
\_\_\_\_\_
2. He/She will attend the Classes till \_\_\_\_\_

Yours faithfully,

(Signature)

Date \_\_\_\_\_

Name : \_\_\_\_\_  
Relationship with student : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_

**INSTRUCTIONS**

1. Students will not be allowed to attend the classes once applied for TC.
2. TC will be issued after 07 working days on receipt of application.
3. **Security Money and all other dues will be refunded through RTGS/NEFT after 15 working days on receipt of application form by the School Office.**
4. **Parents are requested to apply for refund of balance fees separately on Prescribed application form available in the School office along with photocopy of the receipt of fee slip.**

**APPLICATION FORM FOR RELEASE OF SECURITY MONEY**

The Principal  
Army Public School  
Nehru Road, Lucknow

I have applied for Transfer Certificate of \_\_\_\_\_ Class \_\_\_\_\_  
Sec \_\_\_\_\_ Category \_\_\_\_\_ Admission No \_\_\_\_\_ Kindly transfer the Security  
money of my ward through RTGS/NEFT to the following Saving Bank account.

Name - \_\_\_\_\_

**Saving Bank Account No.** - \_\_\_\_\_ (Cancelled Cheque also attached)

**Bank Name and Branch** - \_\_\_\_\_

**IFSC Code** - \_\_\_\_\_

**Amount** - \_\_\_\_\_ (Filled by the School office)

Signature : \_\_\_\_\_

Name in Block Letter - \_\_\_\_\_

Date \_\_\_\_\_

Relationship with student : \_\_\_\_\_

Mobile No. \_\_\_\_\_

**P.T.O**

**CLEARANCE CERTIFICATE (SIGNATURES WILL BE OBTAINED BY THE SCHOOL OFFICE)**

<u>Dept./Subject</u>	<u>Full Name</u>	<u>Signature</u>
Librarian	_____	_____
Accountant	_____	_____
NCC In-charge	_____	_____
Boys /Girls Hostel Warden	_____	_____
Class Teacher	_____	_____
_____	_____	_____
(Attended till date)	(No of working days)	(No of days attended)

**NOTES**

1. Security Money will be refunded only in the name of Father / Mother through RTGS/NEFT only. **No student, relatives or local guardians** are authorised to fill the form on behalf of the Parents.
2. Parents are requested to kindly attach the **Cancelled Cheque** of their Saving Bank Account.

Signature : \_\_\_\_\_

Name in Block Letter : \_\_\_\_\_

Date \_\_\_\_\_