SWAMI VIVEKANANDA ACADEMY

"Shyam Bhawan" Mehrotra Farm, R.J. Puram, Bhind Road
Gwalior (M.P.) Pin Code No.: 474005

Application Form
For Obtaining Transfer Certificate

1. Student's Name ……
2. Mother's Name ……
3. Father's Name ……..
4. Admission No……. Year ……
5. Category (**SC, ST, OBC, GEN)** …….. Nationality ……
6. Date of Birth ……
   (**As record on the admission form**)
7. Class in which admitted in Swami Vivekananda Academy ……...
8. From which school ……..
9. Class in which studying now ……..
10. Subject 1. Compulsory ……
    2. Optional …….
11. Class Passed / Failed ……...
    (**Please attached the photocopy of mark sheet**)
12. Fees paid Up to ……Quarter
    (**Please attached the photocopy of fees slip**)
13. Reason for Leaving ……..
14. Class attended in present session :- March, April, July, August – (20____)
15. (FOR OFFICE USE ONLY) 1. Teacher's Name ……
    2. Child's attendance …… 3. Dues any: Sig. A/c Sec ……...…….
    4. Date & Time (T.C. to issue) ……...……

Date: - …….. **Signature of Parent**

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1. T.C. will issued in 10 days from the date of submission of this application
2. Duplicate T.C. will be issued on the submission of an affidavit sworn to the effect of the loss of the Original T.C. Duplicate T.C. charges Rs. 500/-
3. **The Parent's, Students should collect their T.C. between 12:30 to 01:30 pm.**