



## TC Rules

### **Rules for Transfer Certificate (TC) & Withdrawal**

All parents and guardians are hereby informed that the following rules and regulations regarding withdrawal and issuance of Transfer Certificate (TC) must be strictly followed:

1. A clear one calendar month's written notice must be submitted before withdrawing a student from the school. In case of failure to provide such notice, Two month's full fee must be paid in lieu of the notice period.
2. Students who leave the school during the month of May shall compulsorily pay the fees for the month of June, irrespective of the date of withdrawal.
3. No Transfer Certificate (TC) / Withdrawal Certificate will be issued unless and until all school dues, including tuition fees, transport charges, library fines, examination fees, and any other outstanding payments, are fully cleared.
4. Parents must submit a formal written application for TC, duly signed by both parents/guardians, mentioning the reason for withdrawal and the last working day of the student.
5. The TC will be issued only after verification of records, clearance from all concerned departments (Accounts, Library, Transport, Class Teacher, and Office), and approval of the Principal.
6. TC requests during the middle of the academic session will be entertained only under exceptional circumstances, at the sole discretion of the school management.
7. The school reserves the right to ask a student to leave the school on the following grounds:
  - *Indiscipline or misconduct*
  - *Unsatisfactory academic and co-scholastic performance*
  - *Repeated violation of school rules*
  - *A student failing twice in the same class shall not be permitted to continue his/her studies in the school.*
8. The school management reserves the right to amend, modify, or update these rules from time to time in the best interest of the institution.
9. All parents are requested to carefully read and strictly comply with the above rules to avoid inconvenience.

**By Order  
Principal**