

**Application for Transfer Certificate – IGCSE Section**

**(Submit at the School Admin Office ONLY)**

- 1) Student's name: \_\_\_\_\_
- 2) Grade & Section: \_\_\_\_\_ Admission No.: \_\_\_\_\_
- 3) Nationality: \_\_\_\_\_
- 4) Last date of Attendance: \_\_\_\_\_
- 5) Tuition fees paid up to: \_\_\_\_\_
- 6) Transport fees paid up to (if availing SCHOOL transport): \_\_\_\_\_ (Attach the Transport cancellation form available with the transport department)
- 7) Reason for leaving: \_\_\_\_\_
- 8) Place of transfer: \_\_\_\_\_ Passport No.: \_\_\_\_\_
- 9) Noor Program Transfer: Yes / No

- Applicable for students taking transfer within Saudi Arabia.
- Submit an Acceptance Letter from the new school (i.e. the school your ward intends to join).
- It should be done within 2 weeks of issuance of Transfer Certificate.

10) Require Attestation from Ministry of Education (MOE), Saudi Arabia: Yes  No

**Note: MOE attestation is applicable for students going on exit (mandatory for Gulf countries) or for students moving to another city within KSA.**

**The process will take 1 month.**

If **YES**, kindly submit the following:

- 1) Student's Passport, Iqama & Absher (showing Iqama validtiy) copies
- 2) Exit papers (for outside KSA) / Acceptance Letter from new school (within KSA)
- 3) Original report cards of all the previous years (starting from Grade 1), to be submitted along with the TC application form.

Father's name: \_\_\_\_\_ Signature & Date: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Library Dues: Yes / No Librarian's Signature: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Fee In-charge's Signature: \_\_\_\_\_

Principal's signature: \_\_\_\_\_

**Note: Transfer Certificate will be issued after 2 weeks of submitting this application.**

**Kindly make a note of the following terms & conditions:**

**(Applicable for Grades LKG- Gr X, for Gr 11 & 12, contact school fee counter)**

- TC application should be **submitted** at the **School Admin Office ONLY**. Please ensure that the TC application form is duly filled and signed by the section supervisor before submitting the same at the counter.
- TC applications sent through **email** will **not be entertained**.
- If a student leaves the school on or **before 10<sup>th</sup>** of April, May, June, October, November, December or January he/she is **not liable to pay** Tuition fees for that month.
- If a student leaves the school **after 10<sup>th</sup>** of April, May, October, November, December or January he/she is **liable to pay** Tuition fees for that month.
- If a student leaves the school **after 10<sup>th</sup> June**, he/she is liable to **pay fees for June and July**.
- If a student leaves the school **before 10<sup>th</sup> of September**, he/she is **liable to pay August fees** and if he/she leaves **after 10<sup>th</sup> of September**, he/she is liable to **pay tuition fees for August and September**.
- If a student leaves the school **in the month of February** he/she is liable to **pay tuition fees for February and March**.