

# TRANSFER CERTIFICATE

Transfer Certificate will be issued when the parent/guardian of a pupil requests for T.C. in the prescribed form. No school fee will be charged if the pupil has not attended school that year. In case the pupil has attended classes, he/she is liable to pay fees, unless granted exemption by the school authorities.

## TRINITY LYCEUM

Fatima Road, Kollam - 13

### APPLICATION FOR TRANSFER CERTIFICATE

From

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To

The Principal  
Trinity Lyceum  
Fatima Road  
Kollam - 13

Dear Sir,

Please issue me the Transfer Certificate of my Son / Ward.His / Her Particulars are given below.

1. Name :
2. Standard :
3. Admission Number :
4. Date of Birth :
5. Aadhaar No
6. Community & Religion :
7. Reason for leaving :
8. School to which pupil intend proceeding :
9. Name of Father :
10. Email Id :

Yours faithfully,

(Signature of Parent / Guardian)

Place :

Date :