

New Middle East International School – Riyadh (# 0558222417)
Application for Transfer Certificate – CBSE Section (To be filled by the parent)
(Submit at the School Admin Office ONLY)

- 1) Student's name: _____
- 2) Grade & Section: _____ Admission No.: _____
- 3) Nationality: _____ Religion: _____ Caste: ST / SC / OBC / General
- 4) Place of transfer: _____
- 5) Reason for leaving: _____
- 6) Last date of Attendance : _____
- 7) Tuition fees paid up to: _____
- 8) Transport fees paid up to (if availing SCHOOL transport): _____ (Attach the Transport cancellation form available with the transport department)
- 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 will 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: _____ Contact No.: _____

Signature & Date: _____

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

For Supervisor / Section:

- 1) Total Number of working days present in the academic year: _____
 - 2) School / Board Examination last taken with result: _____
 - 3) Promoted to higher class: _____
 - 4) Whether NCC Cadet / Boy Scout / Girl Guide attended: Yes / No
 - 5) Library Dues: Yes / No Librarian's Signature: _____
- Supervisor's Signature: _____ Fee In-charge's Signature: _____
- Principal's signature: _____

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 10th** 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 10th** 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 10th June**, he/she is liable to **pay fees for June and July**.
- If a student leaves the school **before 10th of September**, he/she is **liable to pay August fees** and if he/she leaves **after 10th 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**.