



Transfer Certificate (TC) Policy

Blossoms Global School

Where the Future Blossoms

1. Purpose of the Transfer Certificate (TC)

A Transfer Certificate (TC) is an official school document issued to a student at the time of leaving the school. It certifies that the student was enrolled at Blossoms Global School and has completed studies up to a particular class, making them eligible for admission to another school.

2. When is a Transfer Certificate issued?

A Transfer Certificate is issued under the following circumstances:

- When a student is withdrawn from the school due to transfer, relocation, or any other valid reason
 - When a student seeks admission to another school
 - Upon completion of the final academic session at Blossoms Global School (as applicable)
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3. Eligibility for Issue of Transfer Certificate

A Transfer Certificate will be issued only when:

- A **written application** for withdrawal is submitted by the parent/guardian
 - All **school dues are fully cleared**, including tuition fees, transport fees (if applicable), and other outstanding charges
 - All **school property** (library books, ID card, uniforms issued by school, etc.) is returned
 - Required formalities as prescribed by the school are completed
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4. Procedure for Applying for a Transfer Certificate

Parents/guardians must follow the steps below:

1. Submit a **written application** addressed to the Principal, clearly stating the reason for withdrawal
2. Clear all pending dues with the Accounts Department

3. Obtain clearance from the Library, Transport, and Class Teacher (if applicable)
 4. Submit the completed clearance form to the school office
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5. Timeline for Issue of Transfer Certificate

- The Transfer Certificate is generally issued **within 7 working days** from the date of submission of the complete withdrawal application and clearance of dues
 - During peak periods or end-of-session timelines, processing time may vary
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6. Academic Records and Report Cards

- The latest **report card and academic records** are issued along with or prior to the Transfer Certificate
 - For students withdrawing mid-session, records are issued as per school norms
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7. TC for Mid-Session Withdrawal

- Parents seeking withdrawal during an ongoing academic session must submit a written request in advance
 - Fee adjustments or refunds, if any, are governed strictly by the school's **Fee and Refund Policy**
 - The TC will be issued only after completion of all formalities
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8. Duplicate Transfer Certificate

- A **duplicate TC** may be issued in exceptional cases such as loss or damage of the original document
 - Parents must submit a written request along with valid identification and an affidavit, if required
 - Applicable charges may be levied for issuing a duplicate TC
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9. Important Notes

- Issuance of a Transfer Certificate is subject to school rules and CBSE regulations
 - The school reserves the right to withhold the TC in case of non-compliance with policies or pending obligations
 - Verbal requests for TC are not entertained
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This Transfer Certificate Policy is subject to revision as per CBSE guidelines and school norms.