



Primus Private School

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TO BE FILLED IN BY THE PARENT / GUARDIAN:

Name of the student(As in Passport):.....

Admission No:.....Date of Birth:

Grade & Section:.....

Joining Grade & Year:

Name of Father / Guardian:.....

Address:.....

Telephone No. :(R) (M).....

Reason for Leaving: (Tick the one applicable to you)

1. Leaving U.A.E / Country
2. Transferring to another school in Dubai Educational Zone.(mention the school name)
.....
3. Transferring from Dubai Educational Zone to another Educational Zone within U.A.E.
(mention the Emirate & school name)
.....

Signature:

Date :.....

- TC charge is DHS 200/-
TC charge for the month of March is DHS 250/-
- TC will be issued only if all dues (eg. School fees, Medical, Library...etc) are cleared.
- Handover the filled TC form at the Registrar's office.
- Mid-term TC is collected from the Registrar's office on the 8th working day, during the school working hours Sun - Thu (8.00am – 2.00pm).
- End-term TC is collected from the Registrar's office after 15th April, during the school working hours Sun - Thu (8.00am – 2.00pm).

STRICTLY FOR OFFICIAL USE ONLY

CLASS TEACHER:

Last date of attendance:..... (Please note: Last date attended should be taken from the muster roll)

Name of the class teacher.....Signature/date.....

VERIFIED:

Supervisor's name:.....Signature/date.....

Supervisors Remark (if any).....

LIBRARIAN: All books returned:Signature/date.....

CLINIC :.....Signature/date.....

ACCOUNTS:

All school dues cleared till :.....(MONTH)

T.C. Charge is DHS 200/- paid DTD.....SIG.....

REGISTRAR'S DESK:

RECEIVED FROM ACCOUNTS ON

SIGNATURE.....