

Modern Middle East International School – Riyadh
Application for Transfer Certificate (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: _____ New School name: _____
- 5) Reason for leaving: _____ Passport No.: _____
- 6) Last date of Attendance: _____
- 7) Tuition fees paid up to: _____
- 8) 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 validity) 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 Coordinator / Section head:

- 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: _____
- Coordinator's Signature: _____ Fee In-charge's Signature: _____
- Principal's signature: _____

Kindly make a note of the following terms & Conditions:

(Applicable for Grades LKG-Gr XII)

- 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 coordinator before submitted 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 of 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 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**.