



Parents who intend to withdraw their child/children are requested to fill in the attached 'Transfer Certificate Application' and scan and mail it to vinutha.shetty@brightriders.ae.

During the course of the year, TC will be issued on the date specified by you on the request form. In case of promotion TC (issued at the end of the academic year), It will be issued only after the approval of ADEC.

Prior to the collection of TC / internal transfer, all dues related to school and transport should be cleared in the respective departments.

All those parents who are applying for the internal transfers are requested to support the TC with 'No objection' certificate from the next school.

Please note, in case of relocation, the issued T.C. needs to be attested by ADEC by the parents themselves. Internal transfers will be done online between the schools.

REQUEST FOR TRANSFER CERTIFICATE



To,

The Principal
Bright Riders School
Abu Dhabi – U.A.E.

Dear Sir,

I hereby request you to issue transfer certificate to my son/daughter _____
_____ of Grade _____ Div. _____ GR. No. _____

I am withdrawing my child from Bright Riders School for the following reason:

I will be transferring my child from Bright Riders School

1. to _____ in Abu Dhabi Zone.
2. to _____ Emirate in U.A.E.
3. to _____ in India / __

You are requested to issue the T.C. to my child by ____/____/_____.

For any enquiries on the above, please contact _____ on mob. no. _____

Date : _____ Parent's signature : _____

FOR OFFICE USE ONLY

ESIS NO. _____

1. Library clearance (class IV and above): _____

Signature (Librarian) : _____

2. School fees paid up to _____ vide receipt no. _____ dated _____

Signature (Accountant) : _____

3. Laboratory clearance(Class V and above): _____

Signature (Lab Assistant) : _____

4. School transportation clearance : _____

Signature (Transport Incharge) : _____

5. T.C. No. : _____ prepared on _____ & issued on _____

Signature (Arabic Secretary) : _____