



**DPS MONARCH INTERNATIONAL SCHOOL, DOHA-QATAR**

P.O BOX-14868,AL-WUKAIR,DOHA-QATAR.EMAIL:admission@misdoha.com WEBSITE:misdoha.com

**APPLICATION-TRANSFER CERTIFICATE**

<b>DATE:</b>		TC No.(office use):	
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**2 STUDENT DETAILS**

a)	Name of the student (In Block Letters) :				
b)	Class / Sec.				c) Admission No
d)	Gender:	M	F	e) Date of Birth:	
f)	Sibling in School ?	Yes	No	if Yes, Admn No (s):	

Separate TC application must give in case If you required the TC for sibling as well.

**3 REASON FOR LEAVING**

a) Joining another school in Qatar (Local Transfer: Name of the School)		Last date in school:
b) Transfer of parents to Home Country / Another Country: (Mention the country): _____		

**4 PARENT /GUARDIAN DETAILS**

a)Name of the Parent/Guardian( In Block letters)		
b)Mobile No.		
c)Email id		
Signature of Parent/Guardian		

**5 PRINCIPAL'S APPROVAL**

**6 CLEARANCE FORM – FOR OFFICE USE ONLY**

a)	Registrar:	Cleared in CSMS ?	Yes	No	Name & Signature
b)	Class Teacher:	No. of Days Present:			Name & Signature
		No. of working days:			
	Last Date Attended :				
	Subjects Studied :				
c)	Class Rep:				Name & Signature
	Remarks if any :				
d)	Accelerated School Programme	Remarks if any:			Name & Signature
e)	Academic Coordinator	Remarks if any:			Name & Signature
f)	Library:				Name & Signature
	All library books returned:	Yes	No		
g)	Lab In charge	Phy.	Che.	Bio.	Comp.
		Remarks if any:			

	IT Dept.: Ipad Clearance				Name & Signature
	Transport Dept.	Bus No:			
	Informed concern driver:	Yes	No		
i)	Accounts:				Name & Signature
	All school dues cleared till _____		Yes	No	
	Remarks if any:				
<p>* One-month notice is required for TC application.  ** Processing of TC is based on the clearance from the concerned dept.</p>					

As your child is registered with the Ministry of Education and Higher Education please note the following.

1. As per circular no 9 received from the Ministry on 1st June 2016 if your ward is taking admission in Doha, an official letter from the new school that there is a vacancy needs to be submitted by you to the school before the TC process can be started.
2. If you are leaving the country a letter stating the same needs to be provided to the school. This will be sent to the Ministry to remove your child from our records. Please check our school fee policy on the school website with regards to TC/Withdrawal formalities.
3. Please attach father's QID with TC application form.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# دي بي اس - مدرسة مونارك الدولية

## DPS-MONARCH INTERNATIONAL SCHOOL

If Change of school - please mention the reason:

Parent Feedback

Exit Interview Remark

Signature with Date



## ADMISSION WITHDRAWALS

- Submit the duly filled transfer certificate form with father's Qatar ID to the admission office between 08:00 am to 04:00 pm or scan copy to admission@misdoha.com
- Parents who are applying for change of school in Qatar are requested to submit Vacancy letter issued by the school seeking admission.
- All dues including tuition fee & transport fee should be settled.
- Caution deposit will be refunded as a cheque issued in favor of ward's father
- TC to be submitted one month prior to the end of term or academic year
  - If a child, who is newly admitted into the school is withdrawn before the beginning of the academic session, only the admission fees will be forfeited from the fees deposited.
- Books & Uniform fee is nonrefundable
- TC will be issued between 7 to 10 working days
- If the Transfer Certificate is lost or misplaced, new certificate will be issued on payment of QAR 50/
  - Students can be asked to leave the school on the following grounds:  
a) Disciplinary ground b) Unsatisfactory progress in academics c) Detention or repeated detentions in the class