

New Middle East International School – Riyadh (# 0558222417)

Application for Transfer Certificate – IGCSE Section

(**Submit at the School Admin Office** or mail to admissions_tcs@new-meis.com)

- 1) Student's name: _____
- 2) Grade & Section: _____ Roll No.: _____
- 3) Nationality: _____
- 4) Last date of Attendance: _____
- 5) Fees paid up to: _____
- 6) Reason for leaving: _____
- 7) Place of transfer: _____ Passport No.: _____
- 8) Noor Program Transfer: Yes / No
- Applicable for students taking transfer within Saudi Arabia.
 - Submit an Acceptance Letter from the new school (i.e. the school your ward intends to join).
 - It should be done within 2 weeks of issuance of Transfer Certificate.
- 9) Require Attestation from **Ministry of Education**, Saudi Arabia: Yes No

NB: Ministry of Education attestation process will take 1 month

If **YES**, kindly submit the following: 1) Passport and Iqama copies of parent and child
2) Copy of Exit Re-entry of Visa / Exit papers
3) Original report cards of all the previous years

Father's name: _____ Signature & Date: _____

Contact No.: _____

Library Dues: Yes / No

Librarian's Signature: _____

Supervisor's signature: _____

Fee In-charge's Signature: _____

Principal's signature: _____

Note: Transfer Certificate will be issued after 2 weeks of submitting this application.

Kindly make a note of the following terms & conditions:

(Applicable for Grades LKG- Gr X, for AS & A2, contact school fee counter)

- TC application should be **submitted** at the **School Admin Office**
OR mailed to admissions_tcs@new-meis.com
- TC applications sent on **any email** other than admissions_tcs@new-meis.com 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 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 is 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**.