



Delhi Public School Megacity, Kolkata

(An ISO 9001:2015 & 14001:2015 Certified School)

School Campus: Kalikapur, Rajarhat, North 24 Parganas, Kolkata – 700135
Phone: 9073985529, 9073985530, 9073985531, 9836067424

TC copy received by :

Class Teacher : _____

Accounts : _____

TRANSFER CERTIFICATE & SECURITY DEPOSIT REFUND APPLICATION

For Office use only

TC Term : Mid Term End Term

Council Sign Required : Yes No

Date : ____ / ____ / ____

To
The Principal,
DPS Megacity, Kolkata

Respected Madam,

I wish to state that I want to withdraw my child from this school. The details of my son/ daughter are furnished below.

Students Detail (to be filled in BLOCK LETTERS)

Student Name : _____ Regn. No :

Class : _____ Section : _____ Roll : _____ Adm ID No. : DPSMK/ ADM / _____ / _____

The last class attended on : ____ / ____ / ____ . Availing Transport : Yes No

Availing Hostel : Yes No Mode of fee payment : ECS PayTM Cash /DD

Reason for leaving : _____

Moving outside of State / Country : Yes No If yes please mention location : _____

I would like to state that all fees due till current quarter has been paid. I wish to retrieve my security deposit that was taken at the time of admission. The security deposit refund cheque will be in favour of :

Name : _____ Relationship with the student : _____

Name of the Applicant : _____ Contact No (Mobile 1) : _____

Signature of Applicant : _____ Contact No (Mobile 2) : _____

Date : ____ / ____ / ____

(Approval by Principal)

For Accounts Department use only

The student has paid all charges related to tuition, transport, AC or Hostel. Yes No

Remarks : _____

Name : _____ Date : ____ / ____ / ____ Signature : _____

For Library use only

Comment from Librarian : _____

Name : _____ Date : ____ / ____ / ____ Signature : _____

For EDP Department use only

TC issued in Session : _____ Regn Cancel & TC Date : ____ / ____ / ____

TC Type : Mid term End term

TC Entry & Regn. Cancel by : _____ Date : ____ / ____ / ____ Signature : _____

For Admission Department use only

TC Serial Number : _____ / _____ TC Date : ____ / ____ / ____

Prepared by : _____ Date : ____ / ____ / ____ Signature : _____

-----perforation-----

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Acknowledgement Slip (Not to be filled up by Class 10 & 12 students appearing for Board Exam.)

The following student has applied for Transfer Certificate. [Parents are required to fill this part]

Student Name : _____ Registration Number :

Class : _____ Sec : _____ Roll : _____ Last Class attended on : ____ / ____ / ____

Date of Application for TC : ____ / ____ / ____ Signature of Receiver : _____

Note : Please enclose 1. Photocopy of Feeslip (Admission) and 2. Photocopy of current quarter Feeslip (if paid through bank) or printout of acknowledgment (if paid through Paytm). Please refer to withdrawal rules overleaf before applying for Transfer certificate.

