

# DELHI PUBLIC SCHOOL

## Transfer Certificate Application



### STUDENT'S PARTICULARS

Date .....

(In BLOCK Letters)

Name .....

Class ..... Section ..... Admission Number  –  –

Father's/Guardian's Name .....

Address for future communication .....

Phone Number (R) ..... (O) .....

Mobile Number ..... E-mail ID .....

**REASON FOR APPLICATION**  Parent's transfer to another city  Any other reason (Please specify below)

### REFUND

Please adjust any dues that stand in my ward's name from the Security Deposit, if held by the school. Balance, if any, may be refunded to me through RTGS/NEFT in my account as per school records. I also undertake to clear all dues of school before the TC is issued.

Signature of Parent.....

### FOR OFFICE USE ONLY

TC Application received on ..... by ..... Initials of PA/EA to Head of the School .....

Last Date of Attendance  –  –

### FOR ACCOUNTS DEPARTMENT

S. No.	Section	Remarks	Initials
1	CLASS TEACHER		
2	RESOURCE CENTRE	Title ..... Accession Number ..... Issued on .....	
3	H & PE DEPARTMENT	Item ..... Price .....	
4	LAB DUES (Details)		
5	MISCELLANEOUS DUES		
6	REFUND DETAILS	Security Deposit ..... <i>Add:</i> AMC (.....)* ..... <i>Add:</i> Education Fee (.....)* ..... <i>Add:</i> Transport Fee (.....)* ..... <b>Total Refundable Amount</b> ..... <i>Less: Dues, if any</i> ..... <b>Net Amount</b> .....	Signature of Accountant ..... Date .....

T.C. may be issued Yes  No

Signature of Head of the School

Date

\* The bracket shall indicate quarter/ month, as applicable