



# DELHI PUBLIC SCHOOL TAPI

## APPLICATION FOR TRANSFER / SCHOOL LEAVING CERTIFICATE

DATE:

APPLICATION NO.:

### STUDENT PARTICULARS

Name: \_\_\_\_\_

Admission No.: \_\_\_\_\_ Class & Sec.: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel. / Mbl. No.: \_\_\_\_\_ Email Id.: \_\_\_\_\_

### REASON FOR LEAVING SCHOOL

\_\_\_\_\_  
\_\_\_\_\_

**Note: Original Transfer Certificate can be collected from the school campus only after handing over both the student and parent identity cards.**

**We hereby request school to verify the status of Security Deposit paid by us during admission for our ward (IF ANY). If it is available, the same can be refunded to the same NACH account from which the fees is deducted after adjusting fee dues.**

\_\_\_\_\_  
Father's Name

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Mother's Name

\_\_\_\_\_  
Mother's Signature

### **Information Required by District Education Officer (DEO)**

Name of school/ college in which student is next taking admission: \_\_\_\_\_

Class/ Course Details: \_\_\_\_\_ Board/ University: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Applicant's signature verified by: \_\_\_\_\_ Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**ACADEMIC DEPARTMENT (To be filled by Class Teacher)**

Total Number of Working Days		Number of Days Present	
Last Date Attended In School			
Name of the Class Teacher:		Class Teacher Signature:	
Signature of the Level Head:			
<b>No Dues</b>	<b>Remarks</b>	<b>Name</b>	<b>Signature</b>
Library			
Other			
Parent & Student Id Cards			

**ACCOUNTS DEPARTMENT**

Last Fee paid (Month & Year):		Date on which NACH Entry is deleted:	
Accounts Department Clearance:		Clearance done by:	
Security Deposit refunded on _____ vide NEFT/Cheque No. _____			
Dated: _____ drawn on _____ Surat			
For Online Refund:			
Account Name: _____			
Account No.: _____			
IFSC Code: _____			

**Principal's Approval and Signature:**

Edunext removal of data by: \_\_\_\_\_ on \_\_\_\_\_

Date of Issuing TC:

T.C. Number:

T.C. Received Sign &amp; Date: