



Delhi Public School Megacity, Kolkata

(An ISO 9001 : 2008 & 14001 : 2004 Certified School)

Kalikapur, Rajarhat, 24 Parganas (North), Kolkata - 700135

Date : ____ / ____ / ____
 dd mm yyyy

Sub. : Application for TC [Mid Term / End Term] & Security Deposit Refund.

To
The Principal
 DPS, Megacity
 Kolkata

Student Detail (Fill in the Block letters)

ID No. : DPSMK/ADM/ REG. NO. :

Student Name :

Class :, Sec, Roll Availing Transport : Yes No

Phone No : (1) (2)

Availing Hostel : Yes No

I wish to state that due to

I want to withdraw my child from this school. The last class attended by my ward is on/...../.....

I wish to retrieve my security deposit that was taken at the time of admission. the security refund cheque will be on the name of

Thanking You

Name of applicant

(Relationship with student) _____

..... Date : ____ / ____ / ____
 (Signature of applicant) dd mm yyyy

- Enclosures : 1. (Photo copy of Feeslip Admission)
 2. Current quarter feeslip

Approval by Principal
 Date : ____ / ____ / ____
 dd mm yyyy

FOR ACCOUNTS USE ONLY

Clearance from Accounts Department

The student has paid all his charges relating to tuition and transport Yes. No.

(Details)

Name : Date : ____ / ____ / ____ Signature :
 dd mm yyyy

FOR LIBRARY USE ONLY

Clearance from Library

Comment from Librarian :

Name : Date : ____ / ____ / ____ Signature :
 dd mm yyyy

FOR EDP USE ONLY

TC issued in Session (Mid Term/End Term)

Registration Cancellation Date : TC Date :

Transport Cancellation Date :

TC Entry and Registration
 Cancelled (Signature EDP)

FOR OFFICE USE ONLY

TC Number :

Date : ____ / ____ / ____
 dd mm yyyy TC Prepared By Signature