



Delhi Public School Megacity, Kolkata

(An ISO 9001 : 2008 & 14001 : 2004 Certified School)
Kalikapur, Rajarhat, 24 Parganas (North), Kolkata - 700135

HOSTEL CANCELLATION FORM

Application for Hostel Cancellation & Security Deposit Refund.

To
The Principal / Hostel In-Charge
DPS Megacity
Kolkata

Applied for Transfer Certificate :	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Avail School Transport :	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Student Details (Fill in Block Letters)

ID No. : DPSMK/ADM/ / Regn No. :

Student Name :

Class : Sec : Roll No. :

Phone No. (s) : (1) (2)

I wish to state that due to

I want to withdraw my child from Hostel w.e.f/...../..... I wish to retrieve my security deposit that was deposited at the time of Hostel Admission. The Security Refund Cheque will be in favour of

Thanking you,

Name of the Applicant Relationship

..... Date :/...../.....

Remarks :

Date :/...../.....

(Signature)

For EDP Use Only

Hostel Cancellation Date :

Fee Slip & Temporary ID Card issued : Yes No

Processed by : Date :/...../.....

Copy to: Accounts, Hostel In-Charge

(Signature with date Accounts Department)

(Signature with date Hostel In-Charge)

Note :

(if not Applying for Transfer Certificate)

1. Please fill the ID Card requisition form and submit along with this application.
2. Please fill the Transport Registration Form if required.