



# 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-----

## Delhi Public School Megacity, Kolkata

### 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.