



# Delhi Public School Megacity, Kolkata

[F-DPSM/F0/02/02 [ SEP.-19]

(An ISO 9001 : 2015 & 14001 : 2015 Certified School)

School Campus : Kalikapur, Dist. Rajarhat, North 24 Parganas, Kolkata -700135,

Ph. : 9073985529, 9073985530, 9073985531, 9836067424

TC copy received by :

Class Teacher : \_\_\_\_\_

Accounts : \_\_\_\_\_

## TRANSFER CERTIFICATE & SECURITY DEPOSIT REFUND APPLICATION

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

To  
The Principal  
DPS Megacity, Kolkata

For Office use only

TC Term : Mid Term  End Term

Council Sign Required : Yes  No

Respected Sir / Madam,  
I wish to state that I want to withdraw my child from this school. The details of my son / daughter are furnished below :

### Student Details : ( 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) : \_\_\_\_\_

(Approval by Principal)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

For Accounts Department use only

The student has paid all charges related to tuition, transport 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

Processed by : \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature : \_\_\_\_\_

For Admission Department use only

TC Serial Number : \_\_\_\_\_ / \_\_\_\_\_ TC Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Prepared by : \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature : \_\_\_\_\_

### 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 : \_\_\_\_\_ Regn. No. :

Class : \_\_\_\_\_ Section : \_\_\_\_\_ 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 acknowledgement (if paid through Paytm). Please refer to withdrawal rules overleaf before applying for Transfer certificate.



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## **Withdrawal Rules**

1. Application for withdrawal must be in prescribed form and should state the academic session and class in which the child is studying along with his/her ID & Registration number.
2. The parents should mention the last date on which the child will be attending his / her classes along with the reason for leaving school in the Transfer Certificate application form. The child should not attend the class after the last date, mentioned in the Transfer Certificate application form.
3. A one month notice period is required for the child's withdrawal from the school. The fee for the relevant quarter must be paid before the child is withdrawn.
4. The original copy of first fee receipt issued by the school at the time of admission supporting the payment of security deposit must be attached for the refund of security. Refund of security deposit should be claimed within a year otherwise deposit will be forfeited.
5. Photocopy of the relevant quarter fee slip should be attached. If payment made through Paytm photocopy of the acknowledgment receipt printout required to be attached.
6. If fees payment has done through ECS please mention the same at the time of submission of the Transfer certificate application form.
7. The applicant must be either of the parents. The name and the signature of the applicant must be same as that on the registration form submitted at the time of admission. In case there is a change in the signature the school office must receive information pertaining to the change.
8. The name in whose favour the cheque is to be drawn needs to be mentioned. The refund of security deposit is made in the favour of father, mother or legal guardian only. The name in whose favour the cheque is to be prepared must match that of the school record. In case there is a change in the name or spelling mismatch, a photocopy of ID proof will be required to be attached along with an application.
9. Security deposit of Rs. 5000/- (Rupees Five thousand Only) will only be refunded once the parent / guardian intimates the school in writing and applies for the Transfer Certificate or cancellation of admission for his / her ward and all dues till the current quarter is cleared. The school is not liable to return the amount paid at the time of admission or any other fees, in any circumstances, whether the student has attended the classes or not from the beginning of the session.
10. The Transfer Certificate will be issued on compliance of the above and clearance of all other dues e.g. Library, Laboratory etc. (if any)
11. The Transfer Certificate is required to be countersigned if the student is going outside of State or abroad (Class 1 and above), or taking admission in school affiliated to board other than ISC (for Class 10 and above).
12. Authorisation letter is required for collection of Transfer Certificate or Security Deposit Refund cheque if either of the parents did not turn up and send someone to collect on their behalf.

Note : Other than transfer certificate the school will not provide any official document to the parents.