



Delhi Public School Megacity, Kolkata

(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 & ADMISSION CANCELLATION APPLICATION

Date ____/____/20____

To
The Principal / Vice-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. : _____/_____

The last class attended on : ____/____/____ Availing Transport : Yes No.

Mode of fee payment : ECS Online Cash Cheque DD/PO/ Manager's Cheque Card

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.

Name of the Applicant : _____ Relationship with the student : _____

Signature of the Applicant : _____ Father Mobile No. : _____ Mother Mobile No. : _____

Date ____/____/____

(Approval by Principal/Vice-Principal)

For Accounts Department use only

The student has paid all charges related to tuition, transport. Yes No.

Remarks : _____

Name : _____ Date : ____/____/____ Signature : _____

For Library use only

Comment from Librarian : _____

Name : _____ Date : ____/____/____ Signature : _____

For EDP Department use only

TC entry in the Session : _____ TC Date : ____/____/____

TC Type : MID term End term New Adm. Cancel

Entry done in Campus Care : Date : ____/____/____ Signature : _____

For Admission Department use only

TC Serial Number : _____/____ TC Date : ____/____/____

Prepared by : _____ Date : ____/____/____ Signature : _____

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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/Official _____

Note : Please enclose : 1. Photocopy of Fee slip (Admission) and 2. Photocopy of current quarter Fee slip (if paid at bank) or printout of acknowledgment slip (if paid online). Please refer to withdrawal rules overleaf before applying for Transfer certificate.



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Withdrawal Rules

1. Application for the 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. Photocopy of the relevant quarter fee slip should be attached. If payment made online, photocopy of the acknowledgment receipt printout required to be attached.
5. If fees payment has done through ECS please mention the same at the time of submission of the Transfer Certificate application form.
6. 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.
7. The Transfer Certificate will be issued on compliance of the above and clearance of all other dues e.g. Library, Laboratory etc. (if any)
8. Please submit an application for security deposit refund separately.
9. if the student is going outside of State or abroad and the Transfer Certificate is required to be countersigned from the Council, please mention the same while applying.
10. Authorisation letter is required for collection of Transfer Certificate 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 documents to the parents.