



DELHI PUBLIC SCHOOL SURAT

APPLICATION FOR TRANSFER / SCHOOL LEAVING CERTIFICATE

DATE:

APPLICATION NO.:

STUDENT PARTICULARS

Name: _____

Admission No.: _____ Class & Sec.: _____ Roll No.: _____

Parent/Guardian's Name: _____

Address: _____

Tel. / Mbl. No.: _____ Email Id.: _____

REASON FOR LEAVING SCHOOL

Note: Original Transfer Certificate can be collected from the school campus only after handing over both the student and parent identity cards.

We hereby request school to verify the status of Security Deposit paid by us during admission for our ward (IF ANY). If it is available, the same can be refunded to the same NACH account from which the fees is deducted after adjusting fee dues.

Father's Name

Father's Signature

Mother's Name

Mother's Signature

FOR OFFICE USE ONLY

Applicant's signature verified by: _____ Initial: _____ Date: _____

ACADEMIC DEPARTMENT (To be filled by Class Teacher)

Total Number of Working Days		Number of Days Present	
Last Date Attended In School			
Name of the Class Teacher:		Class Teacher Signature:	
Signature of the Level Head:			
No Dues	Remarks	Name	Signature
Library			
Other			
Parent & Student Id Cards			

ACCOUNTS DEPARTMENT

Last Fee paid (Month & Year):		Date on which NACH Entry is deleted:	
Accounts Department Clearance:		Clearance done by:	
Security Deposit refunded on _____ vide NEFT/Cheque No. _____			
Dated: _____ drawn on _____ Surat			
For Online Refund:			
Account Name: _____			
Account No.: _____			
IFSC Code: _____			

Principal's Approval and Signature:

Edunext removal of data by: _____ on _____

Date of Issuing TC:

T.C. Number:

T.C. Received Sign & Date: