



DELHI PUBLIC SCHOOL SURAT

DATE: _____

APPLICATION NO. _____

APPLICATION FOR TRANSFER CERTIFICATE / SCHOOL LEAVING CERTIFICATE

STUDENT'S PARTICULARS

Name _____

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

Mother's/Father's/Guardian's Name : _____

Address _____

Tel: _____

REASON FOR APPLICATION

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

Signature of Father

Signature of Mother

FOR OFFICE USE ONLY

1. T.C. Application Received by : _____ Date _____

2. Action Taken Report vis-à-vis T.C. /S.L.C / N.O.C / Marksheet etc.

Academic Department (To be filled by Class Teacher)

Total No. of Working days: _____ No. of Days Present: _____

Student Conduct (To be ticked by the Class Teacher): Upto School's expectation / Not upto School's expectation

Name of the Class Teacher: _____ Sign of Class Teacher: _____

Signature of the Level Head: _____

No Dues	Name	Remarks	Initial
1. Library			
2. Sci. Lab /Evs.Lab			
3. Sports			
4. Arts			
5. Music			
6. Computer			
7. Student & Parent Id cards			
8. Breakages/Any Other			

Accounts Department

9. Last Fee paid (Month & Year): _____

10. Date on which ECS Entry is deleted: _____

11. Security Deposit refunded on _____ vide Cheque No. _____ dated _____

drawn on _____ Surat.

12. Accounts Department Clearance: _____ Clearance done by: _____

13. Principal's Approval and Signature: _____

Date of Issuing TC: _____ T.C. Number: _____

T.C. Received Signature & Date: _____

Date:

To,
The Principal
Delhi Public School

I _____ had applied for my child's withdrawal from your school. If any dues are there please adjust the same against the security deposit.

Please Deposit the balance amount in the below mentioned Account:

1. Name of A/c Holder : _____
2. Name of Bank : _____
3. Bank A/c No : _____
4. Bank Branch Name : _____
5. Bank IFSC : _____

Thanking You.
Yours truly,

(Signature of Parent)