



DELHI PUBLIC SCHOOL NERUL, NAVI MUMBAI

Request for Withdrawal and Application form for Transfer Certificate

(To be filled in by the Parent/Guardian)

Name of the Students

(In Block Letters) _____

Admission No: _____ Class-Section: _____

Reason for Leaving: _____

Date of Submission of Application _____ Last day of school attended by child: _____

Father's Name: _____ Sign: _____

Mother's Name: _____ Sign: _____

Parent Contact no: _____

Email id: _____

(To be filled in by School)

1] Total No. of Working days: _____ Attendance: _____ Last day of school attended: _

2] Subject Studied: [1] _____ [2] _____ [3] _____ [4] _____

3] Sports Achievements (if any) extra-curricular _

Signature _____

(Class Teacher)

(Class Representative)

No Dues (If Applicable)

1] Physics Lab _____ Chemistry Lab _____ Biology Lab _____

2] Computer Lab _____ Library _____ Transport Dept: _____

3] Signature of resource Centre Incharge: _____ 4] Accounts Department _____

5] Original Birth Certificate/ Transfer Certificate: **Yes/ No:** Signature of the Dossier Incharge: _____

6] Signature of Office Superintendent

7] Signature of Head Mistress / Infant School Incharge: _____

8] Signature of Principal / Vice Principal: _____

(Put ✓ / ✗)

Original Birth Certificate / Original T.C Received by Parent: [_____ / _____ / 20 _____]

Parent/Guardian Name: _____

Parent Signature: _____

Note: Parent can submit hardcopy in the school or through e-mail on dpsnoffice@gmail.com

Contact No. 022 27526632/ 27526452/27526928 Website: dpsnavimumbai.edu.in



DELHI PUBLIC SCHOOL

NERUL, NAVI MUMBAI

APPLICATION FORM FOR REFUND OF CAUTION MONEY DEPOSIT

1	Name of the Student	
2	Class Last Studied	
3	Admission No.	
4	Amount and Date on which Caution Money was initially remitted	
5	Refund of Caution Money requested on account of	Withdrawal from School - On account of transfer / Other Reasons
6	Father & Mother Name Contact No./Email.id :	
7	Cancelled Cheque Details Enclosed	Chq No. :
		Bank Name :
		Branch :
		Bank A/c No. :
	IFSC Code :	
Place		SIGNATURE OF FATHER & MOTHER
Date		

FOR USE IN ACCOUNTS OFFICE ONLY (DPSNM/NERUL)		
1	Remittance of Caution Money verified from Tally	(a) Amount remitted :
		(b) Verified on:
2	NEFT Date	
3	Date on which Refund Entry was made in Tally (Accounts)	

Accounts Staff

Chief Accountant

Principal

ACKNOWLEDGEMENT OF REFUND BY PARENT
Received through NEFT for Rs. _____ from Delhi Public School, Nerul, Navi Mumbai - 400 706
Signature of Parent

** Receipt is valid subject to credit of caution money amount to respective account mentioned. Please attach cancelled cheque with printed bank account holder name. Enclosed: **Cancelled Cheque.**

