



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 Student (in BLOCK letters) : _____

Admission Number : _____ Class & Section : _____

Reason for Leaving : _____

Date of submission of WD form : ____/____/____ Last Day of school attended by the student : ____/____/____

Father's Name : _____ Signature (Mandatory) : _____

Mother's Name : _____ Signature (Mandatory) : _____

Parent Contact No. : _____ E-mail Id : _____

Class Teacher Name : _____

(To be filled by the Teacher)

Total Number of Working Days : _____ Attendance : _____ Last Day of the School : _____

Subject Studied 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

Non Academic Achievements (if any) : _____

NCC Scouts / Guides (if applicable) : _____

Signature : _____

(Class Teacher)

(Class Representative)

No Dues (if applicable)

1. Physics Lab : _____ 2. Chemistry Lab : _____ 3. Biology Lab : _____

4. Computer Lab : _____ 5. Library : _____ 6. Transport / RFID Dept.: _____

7. Accounts Dept. : _____ 8. Proceed to FNF (Mobilise) : _____

9. Office Superintendent Sign. : _____ 10. Sign. of HM /VP : _____

11. Signature of the Principal : _____

To be filled in by the Parent / Guardian

Original Transfer Certificate ☐ Original Bonafide Certificate ☐ Original Birth Certificate ☐

Parent Name: _____ Parent Sign. : _____ Received Date: _____

Note: Parent can submit hardcopy along with cancelled cheque in the school or through e-mail on dpsnm.admin@dpsnavimumbai.edu.in
Contact No. 022 35248777 Website: www.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 request an 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)				
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%; text-align: center;">Accounts Staff</td> <td style="width: 33%; text-align: center;">Chief Accountant</td> <td style="width: 33%; text-align: center;">Principal</td> </tr> </table>			Accounts Staff	Chief Accountant	Principal
Accounts Staff	Chief Accountant	Principal			

ACKNOWLEDGEMENT OF REFUND BY PARENT

Received through NEFT for Rs. _____ From Delhi Public School, Nerul, NaviMumbai-400706 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