



**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. Office Superintendent Sign. : \_\_\_\_\_  
9. 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](mailto:dpsnm.admin@dpsnavimumbai.edu.in)  
Contact No. 022 35248777 Website: [www.dpsnavimumbai.edu.in](http://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<br>Contact No./Email.id:                 |                                                              |  |
| 7     | Cancelled Cheque Details<br>Enclosed                          | Chq No.:                                                     |  |
|       |                                                               | Bank Name:                                                   |  |
|       |                                                               | Branch:                                                      |  |
|       |                                                               | Bank A/c No.:                                                |  |
|       |                                                               | IFSC Code:                                                   |  |
| Place |                                                               | <b>SIGNATURE OF FATHER &amp; MOTHER</b>                      |  |
| 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, 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**