



DELHI PUBLIC SCHOOL NALANDA

(Under the aegis of DPS Educational Society, New Delhi)
AFFILIATED TO C.B.S.E NEW DELHI (10+2)



SCHOOL CODE: - 66889

AFFILIATION NO: - 331117

Transfer Certificate application

STUDENT'S PARTICULARS

Date:.....

Name:

Class Section Admission Number

Father's /Guardian Name:

Address for future communication

Phone no email id

REASON FOR APPLICATION parent's transfer to another city Any other reason(please specify here)

REFUND

Please adjust any dues that stand in my ward's name from the Security Deposit, if held by the school. Balance, if any, may be refunded to me through RTGS/NEFT in my account as per school records. I also undertake to clear all dues of school before the TC is issued.

Signature of The Parent

FOR OFFICE USE ONLY

TC Application received on by..... Initials of PA/EA to Head of the School

Last Date of Attendance - -

FOR ACCOUNTS DEPARTMENT

S. No.	Section	Remarks	Initials
1	CLASS TEACHER		
2	RESOURCE CENTRE	Title Accession Number Issued on	
3	H & PE DEPARTMENT	Item Price	
4	LAB DUES (Details)		
5	MISCELLANEOUS DUES		
6	REFUND DETAILS		
	Security Deposit	Signature of Accountant
	Add: AMC (.....)*	
	Add: Education Fee (.....)*	
	Add: Transport Fee (.....)*	
	Total Refundable Amount	
	Less: Dues, if any	
	Net Amount	Date

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