

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) _____

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] Accounts Department _____

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

5] Signature of Office Superintendent: _____

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

7] Signature of Resource Centre 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 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)	

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