

DELHI PUBLIC SCHOOL NEWTOWN

WITHDRAWAL POLICY FOR STUDENTS

1. Transfer Certificate, will be issued only on submission of a written application, from the parent or guardian, at least one month before the last date of attending school.
2. The new destination and the reason for leaving, is to be mentioned in application.
3. Fees for the month in which the student leaves will have to be paid including bus fees (if bus service availed). Even if a student attends a single day of any month, tuition fee for that month has to be paid along with the bus fees [if bus service availed]. If, for some reason, the notice period is less than one month, tuition fee (along with transport fee, if applicable) in lieu thereof is to be deposited
4. If a student has not attended any class during the session the security deposit of the student will be forfeited if the letter of withdrawal is submitted to the school in the second or subsequent quarters
5. T. C. will not be issued unless all the dues of the school are settled. Security deposit will be refunded only after adjustment of dues.

DELHI PUBLIC SCHOOL NEWTOWN

APPLICATION FOR WITHDRAWAL/TRANSFER CERTIFICATE

Note : Application to be submitted at least one month before the last date of attending school.

Name of the Student: _____

Class : _____ Sec : _____ Admission No : _____

Date of Application: _____ Last date of attending School _____

Reason for Leaving: _____

New Destination: _____

Fees cleared upto : _____

Transfer certificate/S.D will be collected : by post from the school
please tick (√) your choice

Correspondence Address & Telephone no. : _____

Security Deposit cheque to be issued in favour of: _____

Signature of the Parent/Guardian _____

Date : -----