



DELHI PUBLIC SCHOOL, SAGAR

Affiliated No. : 1030635

School Code: 50602

Sagar - Bina Road, Village Pathariya - Hat. Sagar (MP) 470002 , Bharat

Contact No. : 9752416699, 9752416694

Email: Principal@dpssagar.edu.in, Website : www.dpssagar.edu.in

WITHDRAWALS & TRANSFER CERTIFICATE

1. For getting Transfer Certificate, Character Certificate etc. the parents have to *apply* in writing.
2. On receipt of approval from the Principal / Director, Transfer Certificate will be issued and parents can collect the T.C. of their ward(s) after SEVEN days of the submission of the application.
3. Transfer Certificate will not be issued under the following circumstances
 - ❖ The parent / guardian have failed to submit the Transfer Certificate from the previous school where the child has studied.
 - ❖ Failed to submit the Birth Certificate of the ward from Municipal Corporation of the area or Registration of Birth & Death.
 - ❖ The dues pertaining to the school have not been paid.
4. Student may be asked to leave the school on the following grounds.
 - ❖ Non-payment of School Dues
 - ❖ Parents repeatedly not meeting the teacher in the school when called.
 - ❖ Using unfair means in any examination or attempting to influence any teacher
 - ❖ Consistent unsatisfactory progress in studies
 - ❖ Conduct harmful to others
 - ❖ Any two detentions
5. Normally the application for withdrawal should reach us by 31st Dec. of the current session.
6. Parents/Guardians, who apply for the T.C. between 1st Jan. to 28th Feb, will be required to pay annual charges, first quarter (3 months) tuition fee and transport fee.
7. Parents/Guardians, who apply for the T.C. between 1st March to 31st April will be required to pay annual charges, six months tuition fees, transport fees.
8. However, transfer cases of government employees, army personnel and any other emergency cases will be considered on merit by the Director (After providing proper Documents in case of transfer or any other).

[UNDERTAKING]

I have read and understood the rules given for **Withdrawal and Transfer Certificate**. I declare that I shall abide by these rules and other rules laid by the school from time to time and that the same will be binding on my ward.

Mother's Signature

Father /Guardian's Signature

Name.....

Name.....

Mobile of Mother.....

Mobile of Father