



DELHI PUBLIC SCHOOL MODINAGAR

WITHDRAWALS & TRANSFER CERTIFICATE RULES

1. Withdrawal Notification:

- Parents willing to withdraw their ward(s) must notify the school Principal in writing/email at least one calendar month prior to the withdrawal date.
- For withdrawals at the end of the academic year, notification must be submitted to the school office by 1st of March.

2. Transfer Certificate Issuance:

- A Transfer Certificate (TC) will be issued only after the No Dues clearance has been obtained from the relevant department.

3. Conditions for Transfer Certificate Issuance:

- Upon approval from the Principal/Director, a Transfer Certificate will be issued.

4. School Leaving Certificate:

- The School Leaving Certificate will be issued by the office two weeks after receiving a written application, once the final results are announced. This certificate will be handed over to the parents in person only after obtaining their signatures.

5. Pupils Name Removal from School Register:

- A student's name may be removed from the school register for prolonged absence without notification or for non-payment of dues.
- All submitted documents become the property of the school and will be returned according to school rules.

6. Transfer Certificate Restrictions:

- A Transfer Certificate will not be issued under the following circumstances:
 1. Failure to submit the Transfer Certificate from the previous school.
 2. Failure to submit the Birth Certificate or Aadhaar card of the student issued by the Municipal Corporation/Competent Authority.
 3. Outstanding dues to the school have not been paid.
 4. Transfer Certificate will not be issued on Sundays/gazetted holidays.

7. Grounds for Student Expulsion:

- Students may be asked to leave the school on the following grounds:
 1. Non-payment of school dues.
 2. Parents repeatedly failing to meet with teachers when requested.
 3. Using unfair means in any examination or attempting to influence any teacher.
 4. Consistent unsatisfactory progress in studies.
 5. Misconduct causing harm to others.
 6. Essentially repeating the same class twice.
- Transfer cases of government employees, army personnel, and emergency cases will be considered on a merit basis by the school authorities.

Note: Admission fees once paid will not be refunded/transferred.

Undertaking

I have read and understood the rules, and I declare that I shall abide by these rules and any other rules laid down by the school from time to time. I understand that these rules will be binding on me and my ward.

Mother's/Father's/Guardian's Signature

Date: _____


Principal
Delhi Public School
Modinagar


Manager
Delhi Public School
Modinagar