

Transfer (TC) Policy

Delhi International School adheres standard procedures for any/all Transfer application(s). Listed below is the adherence of the same:

1. Eligibility for TC

A Transfer Certificate may be issued to:

- Students who are shifting residence to another location.
- Students seeking admission to another school for academic or personal reasons.
- Students who have completed their studies at the school (e.g., after Class 10 or 12).

2. Application Process

- A **written request** for the TC must be submitted by the parent/guardian, addressed to the **Principal**.
- The request should include:
 - Student's full name
 - Class and section
 - Admission number
 - Reason for transfer
 - Last date of attendance
- A notice period of **at least 1 month** is required for withdrawal of admission.
- Accordingly, the **monthly fee is payable for any month** during which the student's name remains on the school rolls, regardless of attendance.

3. Clearance Requirements

Before issuing the TC, the following clearances are mandatory:

- **No Dues Certificate** from:
 - Class teacher
 - Library
 - Laboratory (if applicable)
 - Accounts office (fee clearance)
- Return of any borrowed school property (books, devices, uniforms, etc.).

4. Issuance of TC

- The TC will be issued by the **Principal** or designated authority.
- The TC must be collected in person by the parent/guardian or a person with written authorization.
- The certificate includes:
 - Student's name, date of birth, class last attended
 - Date of admission and withdrawal
 - Conduct and academic performance

- Date of issue and official stamp/signature

5. Timeframe

- The school will issue the TC **only** after all requirements are fulfilled. The TC may be collected as informed by the school.

6. Duplicate TC

- In case of loss, a **duplicate TC** may be issued upon:
 - Written request
 - Affidavit or police complaint (FIR copy)
 - Payment of applicable administrative fee

7. Important Notes

- No TC will be issued during the academic session unless valid reasons are provided.
- Transfer Certificates are issued **only in original**; photocopies or scanned copies are not substitutes for official purposes.