

# NEW HORIZON SCHOOL

North of Humayun's Tomb, Mathura Road, Hazrat Nizamuddin, New Delhi – 110 013

Phone Nos: 995353 6765 & 98116 26253

Web Site: [www.nhsdelhi.com](http://www.nhsdelhi.com) E-Mail: [nhsschoolorg@yahoo.com](mailto:nhsschoolorg@yahoo.com)

## TRANSFER CERTIFICATE FORM

The Principal  
New Horizon School  
Hazrat Nizamuddin, New Delhi – 110013

**Respected Madam,**

Due to the reasons mentioned hereunder, please issue the Transfer Certificate of my ward.

**The brief particulars are given below:-**

**Admission No.:** \_\_\_\_\_

Name of the Candidate : \_\_\_\_\_  
(In Block Letters)

Class & Section : \_\_\_\_\_

Father's Name : \_\_\_\_\_

Mother's Name : \_\_\_\_\_

Guardian's Name : \_\_\_\_\_

Complete Address : \_\_\_\_\_

Contact No.: \_\_\_\_\_

Year of Leaving School : \_\_\_\_\_

**Reasons of Withdrawals:-**

Passed out Class XII	Change of Residence	Better Opportunity elsewhere	Financial Problems	Any other reason (Please Specify)

I want to **LEAVE THE SECURITY** deposit with the school as my contribution for the betterment of the School.

**OR**

The refund of Security \* be made in the name of \_\_\_\_\_ who is the Father / Mother of the ward.

Date: \_\_\_\_\_

Signature of Father/Mother

Please note that the cheque of refund of security shall be issued after one month from the date of receipt of the application.

**F o r O f f i c e U s e O n l y**  
**Clearance Form**

Computer Lab : \_\_\_\_\_  
Science Lab : \_\_\_\_\_  
Library : \_\_\_\_\_  
Sports : \_\_\_\_\_  
Accounts Office : \_\_\_\_\_

Date when last attended the class: (To be filled by the Class Teacher) \_\_/\_\_/\_\_

Transfer Certificate No. : \_\_\_\_\_ Date : \_\_\_\_\_

Cheque No. : \_\_\_\_\_ Date : \_\_\_\_\_

Principal : \_\_\_\_\_ Manager : \_\_\_\_\_