



**CIRCULAR TO ALL PARENTS**

Dear Parents,

**1. WITHDRAWAL AND TRANSFER CERTIFICATE.**

Parents who wish to take transfer certificate of their ward during April are requested to apply in the prescribed form on or before 28<sup>th</sup> February 2019 and the TC will be issued/ transferred after 20<sup>th</sup> April 2019. Please note that parents who are applying after 28<sup>th</sup> February 2019 have to pay an additional amount of Dhs. 500/- and who are applying after 20<sup>th</sup> March, 2019 have to pay an additional amount equal to three months tuition fee to get the transfer certificate and the certificate will be issued only in the month of May 2019.

**2. School Fee payment.**

Please be reminded that all fee dues including the third installment fees (Jan- March) ought to be cleared on or before 28<sup>th</sup> February 2019.

**3. Academic break**

Last working day for the academic year will be on 20<sup>th</sup> March 2019. Classes for the new academic year begin on 14<sup>th</sup> April 2019. Class X & XII will begin their classes from 3<sup>rd</sup> March 2019.

  
Principal