

**SUB: TRANSFER CERTIFICATE FOR WITHDRAWALS  
FOR KG 1 TO GRADE 10 AND 11 - ( 2009 - 2010 )**

IHS / TCS (2009-2010) / 03

Sunday, November 30, 2008

Dear Parents,

The new academic year (2009 – 2010) of the school will commence on Sunday, the 05<sup>th</sup> APRIL 2009.

In case you intend to withdraw the name of your daughter / son from the school at the end of the current academic year, i.e. MARCH 2009, you are requested to fill in the WITHDRAWAL APPLICATION FORM and submit the same latest by Sunday, the 08 FEBRUARY 2009 at the Registrar's office, along with a fee of AED.55=00 (AED Fifty Five Only) for the Transfer Certificate.

At the time of applying for the Transfer Certificate, the fee upto March 2009 has to be paid.

Transfer Certificate will not be issued to students who stand in arrears of fees.

The parent can only obtain the duly attested Transfer Certificate after the Ministry of Education endorses the school results, which will be by the 2<sup>nd</sup> week of May 2009.

Transfer Certificate for Grade 10 (Ten) students will be issued in the 2<sup>nd</sup> week of June 2009, after the declaration of results of the All India Secondary School Examination 2009.

In case a parent fails to intimate the school about the withdrawal in advance, latest by the 08<sup>th</sup> February 2009 and subsequently the name of the child is continued in the month of April 2009, then Activity Fee, Tuition Fee, Bus Fee, etc., are to be paid as long as the name of the child is continued in the Class Register. Please note that the fees will not be waived under any circumstances.