

TCS/GEN/69/2023-24

Date: 16-01-2024

CIRCULAR

VALUE OF THE MONTH: TEAM WORK العمل بروح الفريق الواحد
SUBJECT: STUDENT AVAILING TRANSFER CERTIFICATE

Dear Parent,

Greetings from The Central School Dubai!

As we are approaching the end of another academic session, we sincerely hope that your wards are preparing well and getting set for the upcoming examinations.

We wish to inform you that we are on the verge of closing the admissions (for new students) to almost all classes keeping in view the availability of seats for the next academic year 2024-25.

The demand by the parents seeking admission for their ward/s to our school is very high and exceeds the school's enrollment capacity. We would like to extend opportunity for all deserving children. In view of the above; we would appreciate, if you could confirm whether your ward/s will continue his/her/their education in our school.

If your ward/s will not continue his /her /their education in our school, please apply for the Transfer certificate (TC) by filling up the prescribed APPLICATION FORM FOR TRANSFER CERTIFICATE which is available at the school reception (also attached).

Please note that duly completed TC Application form/s should be submitted latest by **31st January 2024** to the School Office.

Also please note that the TC applications will be processed only in the last week of March and parents will be required to pay the TC Fees of AED 120 post clearing of all the fees dues till 31st March 2024.

The applicants for TC who submit later than this date will be required to pay the Tuition Fee for the month of April 2024 for the Next Academic session i.e. (2024-25).

Thank you for your kind co-operation.

Regards,



Syed Ali Haider Rizvi
PRINCIPAL



THE CENTRAL SCHOOL, DUBAI

P.O.Box: 90697, Dubai, UAE. Contact No: 0097142674433

Email: info@centralschool.net.

APPLICATION FOR TRANSFER CERTIFICATE

To,
The Principal,
The Central School,
Dubai.

Date: _____

Dear Ma'am / Sir,

I hereby request you to issue transfer certificate to my son/daughter _____

_____ Grade _____ Div. _____ Admission No. _____ Year: _____

Student Leaving Details:

Reason for leaving :	
Place of moving :	
Name of the school joining :	
Curriculum joining :	
Emirates:	<input type="checkbox"/> Inside Emirate <input type="checkbox"/> Outside Emirate
Name of the Emirate (In case of within UAE) :	

Parent's Sign:

Mobile No:

Note: TC Fees of AED 120 (Non refundable) to be paid at the Fee counter

FOR OFFICE USE ONLY

Class Teacher's Sign with Last date of attendance : _____

Librarian clearance (Yes/No) Sign: _____ Final receipt No _____

Fees paid up to : _____ Accountant Sign and Date: _____

Registrar Sign: _____ Principal Sign: _____

Receiver Name _____ Sign & Date: _____