

TCS/GEN/102/2025-26

27-01-2026

**CIRCULAR**

VALUE OF THE MONTH: TEAMWORK الواحد الفريق بروح العمل

**SUBJECT: TRANSFER CERTIFICATE**

**Dear Parent,**

**Greetings from The Central School Dubai!**

This is to inform you that parents who intend to withdraw their ward from school at the end of the academic year 2025-2026 (i.e., on completion of the final examination in March 2026) are requested to apply for the Transfer Certificate on or before Wednesday, 4<sup>th</sup> February 2026.

**Procedure to apply Transfer Certificate:**

1. Collect the TC form from the school Reception.
2. Fill the form also by Mentioning the reason of leaving.
3. Submit the filled form to the Reception.

**Please note the following while applying for a TC for your ward:**

1. Clear all the fees due till March 2026.
2. Library books if any, are to be returned before Saturday, 7<sup>th</sup> February 2026.
3. KHDA TC attestation fee AED 120 have to be paid after getting the Final exam results to get the KHDA approved TC.
4. Kindly note the TC with KHDA attestation will be ready by the First week of April 2026. Parents will have to come to school to collect the TC.

If you have any queries or doubt, kindly contact at 042674433.

Warm Regards,



**PRINCIPAL**