

Dear Parent,

*Greetings from Al Khozama!*

As we are slowly approaching the end of the academic year 2024-2025, we wish to express our sincere gratitude for your unwavering support and partnership. Your involvement has been crucial to our achievements, helping us create an enriching and inspiring environment for our students. We hope to continue this successful journey together in the upcoming academic year, 2025-2026.

For those of you considering withdrawing your children from our school due to relocation or other circumstances please be informed of the following important information regarding the Transfer Certificate (T.C) Application Form:

- Obtaining the T.C Form:** The T.C. Application Form can be collected from the school office. Only the submission of the duly filled prescribed T.C Application Form will be considered a valid T.C request and will initiate the issuance process.
- Submission Deadline:** The completed T.C. form must be submitted to the school office by 15<sup>th</sup> January, 2025. Meeting this deadline is crucial, as failing to do so will necessitate the payment of the first installment due on 1st March, 2025. Your timely submission will also help us manage vacancies and arrange books and uniforms well in advance.
- Issuance of Transfer Certificates:** Transfer certificates will be issued within 10 days following the announcement of the final results unless otherwise notified in advance.

We deeply appreciate your cooperation in adhering to these guidelines and thank you for being an integral part of our school community. Kindly return the filled-in acknowledgment form attached along with the circular.

Warm Regards

Mudeera

Ms. Amal S. Al Rasheed