



**INDIAN SCHOOL SOHAR
CIRCULAR
LKG to XII**

ISS/WEBCIR/028/22-23

10th May 2022

NOTICE

Dear Parents,

Kindly note

- TC application will be accepted only till 31st May 2022.
- If the TC application is received after 31st May 2022, then the parents will have to pay fees for subsequent months as applicable.
- Procedure for obtaining Transfer Certificate :-
 - i) Application form can be downloaded from school website or can be obtained from the school reception.
 - ii) Completely filled Transfer Certificate application form is to be submitted in the school with RO 1.000 between 8:30 a.m. to 11:00 a.m. on working days.
 - iii) Parents should inform the school in writing at least one month in advance of their intention to withdraw the pupil from school, or a month's fees will be charged in lieu of notice.
 - iv) A Transfer Certificate, or any other certificate, will be issued only if all school dues have been paid.
- TC, marksheet or other documents will not be issued during summer break (8th June 2022 to 1st August 2022)
- No application or mail for TC or other documents will be accepted during this period.
- For any queries, mail to the admission department.
Email : admission@indianschoolsohar.com

Warm regards,

Sanchita Verma
Principal
Indian School Sohar