



ة الثانوبة مدرسة القديسة مريم الكاثوليك

ص.ب. ٥٢٢٣٢، دبي - الإمارات العربية الم بريد إلكتروني : maryscol@emirates.net.ae موقع ويب : www.stmarysdubai.com

هاتف : ۹۷۱ ٤ ۳۳۷۰۲۵۲ + فاكس : ٩٧١ ٤ ٣٣٦٨١١٩ +

OUR REF : .....

TRN: 100259955100003

## LETTER TO REQUEST A LEAVING CERTIFICATE

To: Mr. Paul Asir Joseph

From: Parents of Class :

Date: March/April 2022

I would like to inform you that my son / daughter will NOT be returning to St. Mary's for the next Academic Year 2022-2023

Please issue a Leaving Certificate for him / her for

## 1. INSIDE UAE ( STATE THE NAME OF THE SCHOOL) \_\_\_\_\_

2. Outside UAE \_\_\_\_\_

I shall collect the Leaving Certificate along with the final results.

The cost for the Leaving Certificate is **AED 126/-**You MUST pay for this through Skiply and attach a copy of the payment receipt with this form and email both to the class teacher.

PARENT'S SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_

We thank you for entrusting your child to our care for this time and would be grateful if you could kindly state the reason for leaving.