



ST. MARY'S *Catholic High School, Dubai*

LETTER TO REQUEST A LEAVING CERTIFICATE

To: Mr. Paul Asir Joseph

From: Parents of _____ Class : _____

Date: _____

I would like to inform you that my son / daughter will **NOT** be returning to St. Mary's for the next Academic Year 2021-2022

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.
