



OUR REF : .....

TRN No. 100483609200003

Friday, 8<sup>th</sup> March 2024

## To: **The Parents of students from Year One to Year Ten & Year 12**

Dear Parents,

We are in the process of organizing our records for the **next Academic Year 2024-2025**. Please fill up this form, sign and scan it and email it to your son / daughter's class teacher by **21<sup>st</sup> April 2024 as the final date for the form to be received by the school.**

Please read the following information very carefully before you make your final choice:

### **CRITERIA FOR RE-REGISTERING YOUR CHILD FOR THE NEXT ACADEMIC YEAR 2024-2025- Please note that filling out this form is MANDATORY for every parent.**

- 1) There should **not be any OUTSTANDING FEES** for the current Academic Year 2023-2024. In case you re-register your child by error but still have outstanding fees, then the **AED 500/-** which is the re-registration amount will be adjusted towards the **OUTSTANDING FEE** and **WILL NOT** be considered as a **RE-REGISTRATION AMOUNT**. In addition, students who have **OUTSTANDING AMOUNTS** by the end of this year will automatically **not be re-registered for the next Academic Year**. We strongly urge **ALL** parents who still have Outstanding Fees to clear these without any further delay.
- 2) Please be informed that even though the KHDA sends out the Parent-School Contract to all parents by default via email, it will not be considered binding even if you sign it, if you still have outstanding fees for your ward.
- 3) Parents will have to pay **AED 500/-** as a **RE-REGISTRATION AMOUNT** that will be adjusted with your child's **FIRST TERM FEE** for the next Academic Year 2024-2025. This amount has to be paid via the SKIPLY APP from the 15<sup>th</sup> of APRIL 2024 with a FINAL DEADLINE of 21<sup>st</sup> April 2024.

- 4) Please note that once you re-register your child and pay the re-registration amount but then wish to cancel the same, the amount of AED 500/- shall not be refundable.
- 5) Parents who respond that they are not re-registering their child for the next Academic Year 2024-2025 MUST fill out the attached form to apply for a Leaving Certificate that will be issued at the end of this Academic Year.
- 6) **For parents who do not fill out the form by 21<sup>st</sup> April, 2024, we will consider it as a case of non- registration for the next Academic Year 2024-2025.**
- 7) **Kindly fill out this form and scan it and email it back to your child's class teacher along with the scanned SKIPLY receipt for payment of the re-registration amount of AED 500/-.**

Yours sincerely,



Mr. Paul Asir Joseph  
(Principal)



NAME OF STUDENT: \_\_\_\_\_

YEAR AND SECTION: \_\_\_\_\_

Please tick the number that applies to you.

\_\_\_\_\_ 1. **Yes**, my son/daughter is coming back for the next Academic Year 2024-2025

\_\_\_\_\_ 2. **No**, my son/daughter is **NOT** coming back for the next Academic Year 2024-2025

**I have read all of the criteria above and I understand the conditions associated with re-registration for the next Academic Year 2024-2025.**

NAME OF PARENT: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_