



Circular No 230

CBSE – Grade KG2 to Grade 12

02.03.2021

Dear Parent,

Greetings from our Own English High School – Fujairah!

As we are nearing the end of the Academic Year 2020-2021, we would like to inform you that if you intend to withdraw your ward from the school, kindly let us know the same by 15.03.2021. Kindly reach out to your ward's class teacher with your response in the below acknowledgement.

Please be informed that the school fee of your ward should be cleared up to March 2021, for the confirmation of your ward enrolment for April 2021.

If you wish to discontinue from the school, you need to apply for a Transfer Certificate. If you do not apply for a Transfer Certificate, we shall assume that your ward would be continuing at school. All Grade 12 students need to follow the below procedure to apply for a Transfer Certificate as well.

**You may follow the below instruction to apply for a Transfer Certificate:**

- Log on to our website [www.ourown.school](http://www.ourown.school)
- Under the tab of information you can find the option to apply for TC online.
- **School fees of your ward should be cleared up to March 2021.**
- Details regarding TC issuance will be communicated from the respective administrative offices in the registered email ID of the parent by the mid of April.

Regards,

*Saleema Mahmoodi*

**Principal**

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**Acknowledgement**

My ward will continue for the next Academic Year 2021/2022.

My ward will not continue for the next Academic Year 2021/2022.

Student Name: ..... Grade/Sec: .....

Parent Name: .....

Parent Contact Number : .....

Parent Email ID: .....