ISM/PRN/070/2014-2015 24th February 2015

CIRCULAR TO PARENTS OF THE SCHOOL

Dear Parent,

FEE PAYMENT:

This is to remind you that **third quarter fee is over due** and the last quarter fee is due for payment.

Even after repeated reminders and telephone calls, some of the parents have still not paid their ward's fee for the first quarter (April to June) and second quarter (July to September). Parents who have not paid their ward's fee for these quarters are expected to settle the dues on or **before 1st March 2015.**

Those parents who have not yet paid the 3rd quarter fee (October to December 2014) are expected to clear the same without any further delay.

School rules may apply, if the fee due is not cleared before the due date.

Those parents who have already paid the fees, kindly ignore this note.

TRANSFER CERTIFICATES:

Parents who wish to withdraw their wards from the school and discontinue studies from April 2015, shall submit the Transfer Certificate application in the prescribed format latest by **2nd March 2015**. The pre-printed application form is available with the Admission Office in the main school. This is not applicable for present class XII students.

Srinivas K Naidu
Principal