



مدرسة ايليت الانجليزية The Elite English School

CIR/EES/JAN/2459-25

Date: 4th January 2025

Dear Parents,

RE-REGISTRATION FEE FOR ACADEMIC YEAR 2025-26

Dear Parent,

This circular is to inform that the re-registration process for the next academic year (2025-2026) has commenced. In case you wish to continue your wards' schooling with us please note the following important points:

1. The last date for re registration is 18th February 2025;
2. Ensure to clear all fee dues for the current academic year 2024-2025 (April 2024 – March 2025);
3. Re-registration fees can be paid only after previous fee dues are cleared;
4. Re-registration fee will be adjusted with the first three months (April, May & June) fees accruing during the year 2025-2026.
5. Re-Registration Fee for Academic Year 2025-26 is AED500.

Please note that it is mandatory to secure the student diary and student identity card when paying the re registration fee. This step is being taken as both are identification documents and are required for identity verification in case of emergency. ID Card is also required for noting attendance from day 1 of the new academic year 2025-26. The amount is **AED 60.00 including VAT (Student diary + identity card).**

Parents who wish to apply for **Transfer Certificate** please note the following important points:

- a. Parents who wish to apply for a Transfer Certificate for their ward/s must send an email to ees@eliteenglishschool.com by 15th January 2025. This helps the school to identify upcoming vacancies and proceed accordingly.
- b. TC forms will be issued ONLY after all the fee dues for the complete academic year (April 2024 – March 2025) are cleared;
- c. **Duly filled TC form + copy of the student's passport + TC processing fee** should be submitted in the **Accounts Department**;
- d. **TC will be available 2- 3 weeks (approximately) after the conduct of the Open House for the Session Ending Examination.**

Regards,

Riaath
PRINCIPAL

