



مدرسة ايليت الانجليزية  
**The Elite English School**

CIR/EES/MAR/2370-24

Date: March 26, 2024

**RE REGISTRATION & TC APPLICATION FOR ACADEMIC YEAR 2024-25**

Dear Parents,

\*\* RAMADAN KAREEM \*\*

With the closure of the academic year 2023-2024, we are in the process of fine tuning the procedures for the commencement of the academic year 2024-2025. In this context please note the following:

- It is **MANDATORY** to re-register your ward for the upcoming academic year. This can be done upon clearance of all fee dues accruing for the academic year 2023-2024. The week beginning today, Monday, 25<sup>th</sup> March 2024 is the last week for completing the re registration process. Please ignore this if you have already done the needful.
- In case you wish to avail TC for your ward, please note that the last date for submitting TC application is **Thursday, 28<sup>th</sup> March 2024**.  
Parents who wish to apply for **Transfer Certificate** please note the following important points:
  - a. TC forms will be issued ONLY after all the fee dues for the complete academic year (April 2023 – March 2024) are cleared;
  - b. Duly filled TC form (available at the Accounts Department) + copy of the student's passport + TC processing fee should be submitted in the Accounts Department;
  - c. TC will be available 2- 3 weeks (approximately) after the conduct of the Open House for the Session ending Examination.

This is for your information and necessary action.

Regards,

PRINCIPAL  
*R. Athai*

