

# **DOLNA DAY SCHOOL & CRECHE**

## **SUBJECT : Transfer Certificates**

Parents leaving on transfer etc., who cannot have their children continue in the next session i.e. the 2025-2026 academic session, should submit a written notice (in duplicate) for withdrawal **by the end of February, 2025. If we do not receive such applications by the end of February, we shall presume that the child will remain on the rolls in the following session.**

*All applications for withdrawal reaching us on or after 1<sup>st</sup> March will be processed strictly in accordance with the 'rules for withdrawal' stated in our prospectus.*

An application for Transfer Certificate must be submitted in duplicate by the day following the publication of the annual results (please note that this date is notified through our website and the school notice board and this is NOT the date printed in the approximate calendar of events issued to parents at the beginning of the session).

Please note that a minimum of 20 days is required for the issuance of a transfer certificate and the endorsement of the same by the Office of the Council for the Indian School Certificate Examinations.

**PARENTS** are reminded that **ALL FEES** for the 2024 -2025 **FINANCIAL PERIOD** i.e. till March 2025, have to be cleared by Saturday, the 15<sup>th</sup>. of March, 2025.

M.Bhattacharya  
PRINCIPAL  
31/01/2025