



# SAN ACADEMY GROUP OF SCHOOLS

Date: 21/2/2020

Dear Parents,

Greetings!

We thank you for the support extended in all our endeavours during the current academic year. If a parent wishes to withdraw the child from the school, they should either submit a written request letter or fill the TC request form which is available in school. The signed letter or the filled form should be submitted **on or before 6<sup>th</sup> of March 2020**.

**Parents who submit their TC requisition after 6<sup>th</sup> of March 2020 will be liable to pay first term fee for the following academic year.**

Transfer certificates will not be issued unless all the arrears applicable till the last day in school and due to the school are paid in full.

We request you kindly to abide by all the rules and regulations of the school and cooperate with the above process to ensure a smooth transition if so desired.

Regards,

San Academy Group of Schools team