LET YOUR LIGHT SHINE

STEM SCHOOL
VIDYA NAGAR - GUNTUR

CIRCULAR

February 14, 2025.

Subject: Withdrawal of Students for the Next Academic Year (2025–26)

Dear Parents,

Greetings from STEM School!

We are making the essential preparations for the upcoming academic year at our institution. Our school, as you are aware, is a place brimming with the energy of curious minds and the dynamism of individual characters. We strive for academic success and also develop life skills in a disciplined, pleasant, and supportive environment that encourages everyone to thrive.

- This notice is to inform you that, if you want to withdraw your child from the school in the coming academic session 2025–26 due to any reason, **a written application must be submitted by March 15, 2025,** at the latest. If the withdrawal notice is given **after March 15, 2025 of the current academic year,** first-term fees (for the following academic year) shall have to be paid to get a transfer certificate or record sheet.
- If a parent **decides to continue** their ward for the following academic year and then **discontinue for any reason**, the parent is obligated to **pay the entire fees** for the following academic year.
- In the event that parents **decide to withdraw** their child from school and **later wish to rejoin**, they are liable to pay the admission fees.

In the event that parents wish to withdraw their child, they must apply for a transfer certificate. To apply for a transfer certificate, a written application is to be given in the school office before the due date in the format prescribed in the school almanac.

- A transfer certificate will be issued, subject to the clearance of all dues.
- This process is effective only through written communication in the form of a written application. Telephonic messages, verbal communication, or an email will not be considered authentic.

Note: The school leaving certificate will be issued only to those students who have submitted their previous school leaving certificate at the time of admission.

For more information, **please call the school office at 9346 49 4646, 9492616312**

Regards,
STEM SCHOOL.

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Declaration

I, the parent of _____[student's name]_____, in ___[grade] [section]___, hereby declare that I have thoroughly read the above circular regarding the issuance of the Transfer Certificate for the withdrawal of the student.

Name of the Parent: _____ **Date:** _____

Signature of the parent: _____ **Phone Number:** _____