



Continuation & Transfer Certificate (TC) Policy for Existing Students

All students currently enrolled in the school will be considered as continuing students for the next academic session by default, unless the school is formally informed otherwise within the stipulated timeline. **(Notice is always put up in the Google Classroom)**

Parents/guardians who **do not** wish to continue their child in the next academic session must apply for a Transfer Certificate (TC) within the notified cut-off date.

In the event that:

- No TC application is submitted within the deadline, and
- The school is not formally informed of the withdrawal; the student's seat will be deemed reserved for the upcoming academic session.

In such cases, the parent/guardian **will be liable** to pay

- First Quarter fees, including:
 - Tuition Fees
 - Session Fees
 - Development Fees
 - Maintenance Charges

Issuance of the Transfer Certificate (TC) will be withheld until all applicable dues are cleared in full.