

CIR/112/17-18

Date: 28th February, 2018

Dear Parents,

We at Amanora School are committed to providing quality education to our students and we value the trust that you placed in us by admitting your ward in our school. As we are nearing the end of the academic session 2017- 18, we thank you for all the support and co-operation extended to us and look forward for the same in the year to come as well. Over the years there has been a high demand for our school which is indeed encouraging and definitely deserves a word of gratitude and appreciation to each of you.

When we checked our **Fee Record**, we found that there are fee dues against your ward for this Academic Year (AY) 2017-18. We request you to please pay up all pending fees of AY 2017-18 on or before 10th March 2018 and obtain a **No-dues Certificate (NDC)** from the Accounts Department of the School. If the fee is already been paid request you to please furnish the proof of payments and obtain the **No-dues Certificate (NDC)**.

We further request you to please confirm if your ward will be continuing with the School for next AY 2018-19 through attached **Consent cum Declaration Form** which should be submitted on or before **10th March 2018**. In case of continuation you are requested to pay First Instalment of the fees for the Academic session 2018-19 on or before **1st April, 2018**.

In case of -

- a. Non-submission of **Consent cum Declaration Form** and **No-dues Certificate** of AY 2017-18 on or before 10th March, 2018

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- b. Non-payment of First Instalment of the fees of AY 2018-19 on or before 1st April, 2018
your ward's seat will be considered as vacant and will be made available to the Student who is willing to be accommodated in the same place, honouring that child's right to education. In this situation, your ward's admission to next class for the AY 2018-19 cannot be assured by us.

Looking forward to serving you better at all times.

Best regards,

For Amanora School


28/02/18
Meera Nair

Principal

PS: Important Dates and Instructions

- a. Submission of **Consent cum Declaration Form** and **NDC** of AY 2017-18 on or before **10th March 2018**
- b. Payment of **First Instalment Fee** of AY 2018-19 on or before **1st April 2018**
- c. **Payment mode** - DD/Online through PayU/EDC (charges applicable)/Cheque(subject to realisation)