



INTERNATIONAL INDIAN SCHOOL - JEDDAH

المدرسة الهندية العالمية - جدة

CIRCULAR

IIS/JED/PRL/2026-27/04

Date: April 7, 2026

Subject: Transfer Certificate (TC) Application Guidelines

Dear Parents,

This is to inform you that those intending to apply for a Transfer Certificate (TC) are requested to do so only after clearing the outstanding fee dues up to the month their ward(s) attended classes.

Please note that the last date to submit the TC application in the prescribed format is Sunday, April 26, 2026. Applications received after this date will require payment of school fees up to the month in which the application is submitted, irrespective of the student's attendance, in accordance with school policy.

As the school is required to raise tax invoices on the 1st of each month, which are immediately recorded, any subsequent adjustments increase administrative workload and may result in tax-related complications.

We request your cooperation in adhering to the above guidelines to ensure a smooth process.

Thank you for your understanding and support.




(Dr. Mohammad Imran)
Principal

Copy to:

- VP-GS
- Finance Officer
- Academic Supervisors & HODs
- System Administrator
- Accounts Section
- All the students
- School Website & WhatsApp Channel
- SMC for information

UNDER THE PATRONAGE OF EMBASSY OF INDIA , RIYADH
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الانتماء رقم. ٥٧٣٠٠٠١ رمز المدرسة - ٩٠٠٧٢
وزارة التعليم - ترخيص رقم: ج/٠٤٥ رقم العضوية في الغرفة التجارية: ١٣٦٥٩٣
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