



Ref No: OOEHS / Cir / 76/ 2021-22

January 11, 2022

Circular - Intent of Continuation at School for the Academic Year 2022/2023

CBSE – KG1 to Grade XII

Dear Parent,

Greetings from our Own English High School – Fujairah!

As we are nearing the end of the Academic Year 2021-2022, we would like to know your intent of continuation for your ward at OOF! If you intend to continue at school, you need to complete the re-enrolment on or before **March 15, 2022**. If you intend to discontinue you need to apply for a Transfer Certificate. Kindly reach out to your ward's class teacher with your response in the below acknowledgement by **February 20, 2022**.

To secure your child's place for April 2022, please be informed that the school fee of your ward should be cleared up to March 2022, and re-enrollment to be done with a deposit of AED 500 by **March 15, 2022**. **This deposit is fully adjustable against the first term fees.**

Steps of Re-enrolment:

1. Log on to our website www.ourown.school and click under the tab of PARENT LOGIN
2. The username would be OOFStudentIDNumber [Example: OOF200000]
3. Click on the tab RE-ENROLMENT
4. If you wish to discontinue at school, you need to do the same process. When you opt for not re-enrolling, it will take you to the TC application page.

Important points to note about the re-enrolment process:

- Prior to re-enrolment, school fees for the Academic Year 2021-2022 need to be paid up to March 2022.
- This deposit is non-refundable should your child not return to school for the coming Academic Year, **only with the following exception:**
 - If a family is re-locating **outside the country**, the re-enrolment deposit will be refunded in keeping with the relevant regulatory policy, provided that sufficient notice period is received.

If you do not complete the re-enrolment process by the cut-off date, school cannot guarantee your wards' seat and the same will be released for a new enrolment.

If you wish to discontinue from the school, you need to apply for a Transfer Certificate. One month notice period is required for the Transfer Certificate. Parents are requested to apply timely to obtain the Transfer Certificate. As per MOE BILO Article 52, "If a student leave school for any reason, he/she should pay the school fees for two full months if he/she attends at school for more than two weeks and less than one month". Even the students of Grade 12 need to apply for a Transfer Certificate. It is mandatory to mention the transferred school name in the Transfer Certificate application.

You may follow the below instruction to apply for a Transfer Certificate:

- Log on to our website www.ourown.school
- Under the tab of information, you can find the option to apply for TC online.
- **School fees of your ward should be cleared up to March 2022.**
- Details regarding TC issuance will be communicated from the respective administrative offices in the registered email ID of the parent by the end of March.

Regards,

Dr. S. Reshma
11/01/22
Dr. S. Reshma
Principal





مدرستنا الثانوية الانجليزية - الفجيرة

OUR OWN ENGLISH HIGH SCHOOL - FUJAIRAH

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January 10, 2022



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Acknowledgement

(Kindly return this acknowledgement slip with your response to your ward's class teacher by February 20, 2022)

☐ My ward will continue for the next Academic Year 2022/2023. I will complete the re-enrolment by 15.03.2022

☐ My ward will not continue for the next Academic Year 2022/2023.

Transfer ☐ Inside UAE ☐ Outside UAE

Reason of Transfer: _____

Student Name: Grade/Sec:

Parent Contact Number: Email:

Signature: Date: