

Dear Parent, please take note of the following information regarding the next academic year.

Transfer Certificate

- Those who require a Transfer Certificate (TC) may apply using the TC Application available in the School Digital. A description of Online TC Application is given at the end of this circular.
- Those parents who want to delegate anybody to collect the original TC from the school office should do as given below:
 - While you send the pdf of TC request to the given mail id, you (father/mother) must attach the authorization letter which authorizes the person to collect the original TC from the school office.
 - ID proof of the collecting person must be attached with the same mail in which pdf of the TC request and authorization letter are attached.
 - When the authorized person comes to collect the original TC, the authorized person must carry the original of the authorization letter and original of the same ID proof attached in the mail.
- Those parents who want to receive the original TC by Registered Post anywhere in India should do as given below:
 - A request shall be given in the body of the mail. Detailed postal address with PIN code must be in the mail body.
 - Rs 50/- will be deducted from the Advance Fee for sending the TC by registered post. Please make sure that there is enough balance in the Advance Fee.
 - Responsibility of the school is limited to sending the TC by registered post to the given address.
- Those who submit application for TC before 31-Mar-2022 will be given the TC latest by 07-Apr-2022.
- It will take at least 5 minimum office and bank working days to process the TC applications submitted after 31-Mar-2022. Saturdays are office holidays in the month of April and May.
- Any other information you receive from anybody or over the phone which is contrary to the stipulation of days in issuing TC will not override the information given in the circular.

Office Working Hours

- School Office will remain closed from 12-Apr-2022 to 20-Apr-2022.
- School Office will function on other days of April and May from Monday to Friday between 9:30 am and 12:30 pm.

Tentative Dates

- **Commencement of New Academic Year:**
 - 03-May-2022– Classes 09, 10 & 12 (online)
 - 01-Jun-2022 – Classes 02 to 08 (& offline classes for 09, 10 & 12)
 - 02-Jun-2022 – Class 01
 - 06-Jun-2022 – LKG & PreKG
 - 08-Jun-2022 – UKG

School Bus and Uniform

- Detailed information regarding school bus and uniform will be given later.
- Please be informed that students of classes PreKG to 04 are having uniform school bag.

Textbook and Notebook

- There is no textbook or notebook for PreKG, LKG, UKG, Std I & II. List of textbooks for classes 03-12 will be given separately.

School Fees for the Next Academic Year (2022-23)

Fee Payment Pattern: 2022-23 - Regular Class								
Date of Payment	Play	LKG	UKG	Std I	II	III	IV	V
Instalment I - May 10	8370	8830	8830	8890	8890	8890	8560	8560
Instalment II - July 10	8370	8830	8830	8890	8890	8890	8560	8560
Instalment III - Sep 10	8370	8830	8830	8890	8890	8890	8560	8560
Instalment IV - Nov 10	8370	8830	8830	8890	8890	8890	8560	8560
Instalment V - Jan 10	8370	8830	8830	8890	8890	8890	8560	8560
Total	41850	44150	44150	44450	44450	44450	42800	42800

Date of Payment	VI	VII	VIII	IX	X	XI	XII
Instalment I - May 10	7960	7960	7960	8160	8160	8750	8750
Instalment II - July 10	7960	7960	7960	8160	8160	8750	8750
Instalment III - Sep 10	7960	7960	7960	8160	8160	8750	8750
Instalment IV - Nov 10	7960	7960	7960	8160	8160	8750	8750
Instalment V - Jan 10	7960	7960	7960	8160	8160	8750	8750
Total	39800	39800	39800	40800	40800	43750	43750

- It is the duty of the parent to pay the fees on time. Reminder of fee payment will be given only in School Digital.
- Fee paid certificates can be downloaded from School Digital. Those who require seal and sign on the fee paid certificate will have to apply at least before 5 days in the month of April and May.

If online classes are continued in the next academic year too, then the fee will be rescheduled for the period of online classes as given below.

Fee Payment Pattern: 2022-23 - Online Classes								
Date of Payment	Play	LKG	UKG	Std I	II	III	IV	V
Instalment I - May 10	6490	6700	6710	7040	7040	7040	6655	6655
Instalment II - July 10	6490	6700	6710	7040	7040	7040	6655	6655
Instalment III - Sep 10	6490	6700	6710	7040	7040	7040	6655	6655
Instalment IV - Nov 10	6490	6700	6710	7040	7040	7040	6655	6655
Instalment V - Jan 10	6490	6700	6710	7040	7040	7040	6655	6655
Total	32450	33500	33550	35200	35200	35200	33275	33275

Date of Payment	VI	VII	VIII	IX	X	XI	XII
Instalment I - May 10	6100	6100	6100	6325	6325	7700	7700
Instalment II - July 10	6100	6100	6100	6325	6325	7700	7700
Instalment III - Sep 10	6100	6100	6100	6325	6325	7700	7700
Instalment IV - Nov 10	6100	6100	6100	6325	6325	7700	7700
Instalment V - Jan 10	6100	6100	6100	6325	6325	7700	7700
Total	30500	30500	30500	31625	31625	38500	38500

Your attention please

- Those who are having fee dues are requested to clear the dues as early as possible, but latest by 31-Mar-2022.
- If there is fee due after 31-Mar-2022, it will be assumed that you are not continuing studies at Sacred Heart CMI Public School, Thevara.
- You will not able to view or download Report Card if there is fee due at the time of publication of Report Card.

Online TC Request

- Login to www.schod.co.in using your username and password.
- Click on the 'Certificate' menu of the menu panel on the left side of the screen.
- Click on 'Request TC'.
- Fill all information.
 - Date of Leaving – Last working day at the school. If you plan to complete this academic year, then it will be 31-03-2022 for the students of classes PreKG to 09.
 - Reason for Leaving – It could like Change of Syllabus, Change of Residence, Whatever be your reason, you type.

- School to which TC is requested – If you have finalized the school to continue, give the name of the school correctly. If not finalized, then enter 'Parent's Choice'.
- You must enter the Account Name (Name on the passbook), Account Number, Bank, Branch and IFSC for the applicable refund if any.
- Applicable refund amount will be transferred to the given bank account within 7 office & bank working days from the date of generating Transfer Certificate.
- There is no Help File for Online TC Request as it is a simple single form application.