

## **CIRCULAR**

### **FEE CONCESSION 2015-16**

Circular # PS/FE-CON-01/03-15/0545

5<sup>th</sup> March 2015

**Dear Parents,**

The parents who have been extended fee concession for their children for the academic year 2014-15 are hereby notified that the fee concession will cease with this month, i.e. April 2015, being the first month of the new academic year 2014-15.

The school has been facing financial deficit for the many years and we faced deficit BD 61,263/- in the last year ended 31<sup>st</sup> August 2014. Hence, it has been decided at the appropriate level, to offer fee concession only to the most deserving students from the next academic year onwards.

Hence parents who are financially hard-pressed only are to submit their applications for fee concession alongwith the following documents to the office on or before 30<sup>th</sup> April 2015.

- a) Latest Salary Slip**
- b) Declaration of HRA or any other allowance received from the employer.**
- c) Photocopy of the Annual Result 2015**
- d) Photocopy of CPRs of all members of the family**
- e) Original paid Fee Voucher of April 2015**
- f) Employer Letter**

All parents are requested to pay the school fee of their children from April 2015 and onwards, as usual and if fee concession is granted for the new academic year 2015-16, the paid fee will be adjusted.

The above information is required to be submitted in a proforma which is to be collected from the school office. No action will be taken on incomplete applications.

Kindly disregard this letter if it is not applicable to you. Looking forward to your kind co-operation.

**Sajid Mehmood Kahute**  
Acting Principal  
Pakistan School, Bahrain

March 05, 2015



**PAKISTAN SCHOOL, BAHRAIN**  
**FEE CONCESSION APPLICATION FORM**  
**2015-16**

Application # \_\_\_\_\_

Date \_\_\_\_\_

I request the management of Pakistan School to grant fee concession to my children. The details are as follows :-

Applicant's Name : ----- Nationality : -----

Profession : ----- Age : -----

Sponsor Name : ----- Tel # (work): -----

Tel # (House) : ----- Mobile # : -----

Total Family Members :----- Neighbor Tel # -----

No. of children studying :----- Monthly House Rent -----

Address : -----

Gross Salary / Earning (father): ----- Per Month

Gross Salary / Earning (mother) : ----- Per Month

Other Family Member Salary / Earning : ----- Per Month

**Children Studying in Pakistan School**

<b>Name</b>	<b>Class</b>	<b>Age</b>
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-----	-----	-----
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**Family Members**

<b>Name</b>	<b>Relation</b>	<b>Age</b>	<b>Occupation</b>
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**Children Studying in other Institution/ School**

<b>Name</b>	<b>Class</b>	<b>Age</b>	<b>School</b>
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## Declaration

- I certify that the information on this form is complete, true and accurate and I am personally liable for any false information.
- I understand that if the details are incomplete my application may not be processed.
- I have attached the copies of CPRs of all my family members, latest salary slips, allowance including HRA & other, report cards 2015, paid fee vouchers of my children for the month of April 2014 and photocopy of the passport of the parent/guardian.
- I understand that the last date of application is 30<sup>th</sup> April 2015.
- I have cleared all school dues and will keep on paying the school fee till the decision is taken on my application. I understand that if fee concession is granted the fee paid will be adjusted.
- I am fully aware that the fee concession for my children cannot be claimed as a right and it is a favour granted to me by the school.
- I understand that the school reserves the right to withdraw the fee concession if my children get involved in disciplinary acts.
- I further understand any decision made on my application is binding on me.

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Signature of Applicant

Date : -----

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for office use only :

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Verified by

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Approved by