AVE MARIA SCHOOL (CBSE)

Ramanthapur, Hyderabad

(Managed by Hyderabad Archdiocese Educational Society)

Aff. No. 3630533

AMS/Circular **Date: 10th November,2026**

Dear Parents,
Greetings from Ave Maria School, Ramanthapur!

Ave Maria School, Ramanthapur is opening admissions for the Academic year 2027-28. Therefore, we request you dear parents if there are any relocation or transfers for you and if there is any intention to withdraw your ward from the school, please do not hesitate to inform the management on or before 12th January 2027. As the admission process is going on, we need to fill the vacant seats. Kindly go through this circular carefully regarding the withdrawal rules...

WITHDRAWAL RULES

1. For getting Record Sheet/Transfer Certificate, Bonafide Certificate etc. the parents have to ***apply in at least seven days in advance.***
2. On receipt of approval from the Principal / Director, Record Sheet/Transfer Certificate will be issued and parents can collect the T.C. of their ward(s) after SEVEN days of the submission of the application.
3. Parents are to apply for withdrawal giving at least one month's notice or else caution money will be forfeited.
4. **Record Sheet/Transfer Certificate will not be issued under the following circumstances:**
   - The parent / guardian has failed to submit the Transfer Certificate from the previous school where the child has studied.
   - Failed to submit the Birth Certificate of the ward from Municipal Corporation of the area or Registration of Birth.
   - The dues pertaining to the school have not been paid.
5. **Student may be asked to leave the school on the following circumstances:**
   - Non-payment of School Dues
   - Medical Grounds
   - Using unfair means in any examination.

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- **Poor Academic Grounds**: Upon failure of child in a class, parent can decide to either repeat the class as Full Fee Paying or withdraw his child.
- **Withdrawal on Disciplinary Ground**: If the Child's conduct, behaviour or influence is detrimental in any way to the interest of the other children / school, he/she will be withdrawn.
- Unsatisfactory progress in other students.
- Conduct harmful to others

6. **The application for withdrawal should reach us latest by January 12th 2027 of the current session.**
   - Parents/Guardians, who apply for the withdrawal of your ward or for T. C. between 13th Jan, 2027 to 31st March 2027, will be required to pay annual charges, first quarter (3 months) tuition fee.
   - However, transfer cases of government employees, army personnel and any other emergency cases will be considered on merit by the Principal/Director (After providing proper Documents in case of transfer or any other).

The management of Ave Maria School, Ramanthapur takes this opportunity to thank all the parents for your continued support in all our endeavours. We look forward for your cooperation in this regard as well. Thank you.

With regards

Fr. K. Jaya Prathap
Principal

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Ramanthapur, M.M.Dist.-500013. (T.S.)