



INDIAN SCHOOL MUSCAT
P.O. Box 2470, P.C. 112, Ruwi
Phone: 24702567 Fax: 24794919
Email: ismoman@omantel.net.om



Ref: ISM/PRIN/2018-19/013

17 April 2018

Circular to Parents (KG to STD XII)

Dear Parent,

Sub:- Fee concession for 2018-19 and financial support to deserving parents.

Indian School Muscat is the largest community school in the Sultanate of Oman, which always aims to provide the best education to the children of Indian nationals, ISM and its Management strive to provide welfare and provision of first class education as its priority.

The policy of the School Management is that none of the existing students have to leave the school because of financial difficulties apart from the fee concession system; the school extends all support to the parents who are facing financial difficulties. In this regard the school has fixed the maximum salary limit of R.O. 400/- per month so that more students can benefit from the concession system. An allocation has been made for this purpose in the budget.

To ensure that such concessions are available to those who genuinely need it, the school invites applications for fee concession on the prescribed format which is available in the school reception and on school website.

The filled in application form along with supporting documents may please be submitted to Mr. Sunny T. Cherian in the School Admin Office on or before **30th April 2018 at 2.00 pm**. The decision on awarding fee concession will be finalized before **1st week of June 2018** after preliminary interaction with the parents, schedule of which will be intimated to you through SMS.

Please note that those who availed fee concession during last year are also required to submit a fresh application form.

Please note that no application forms will be accepted after **30th April 2018**. The decision to grant fee concession is purely at the discretion of the School Management Committee.

Warm regards,

Yours sincerely,

Dr Rajeev Kumar Chauthan
Principal



APPLICATION FOR FEE CONCESSION

Name of the Applicant:..... Category:.....Sl, No.....

Profession:..... Email:..... Received on.....

Tel No (O).....(R)..... G.S.M.....

Passport No:.....Residence Card No:.....Res.Card Expiry date.....Liquor permit no.....
(If available)

Residence Location: Bldg No.....Flat/Room No.Way No..... Street No..... Area:.....

Name of the Employer:..... Type of Business of the Employer

Sl. No.	Name of child(ren) studying in ISM	Age	Class & Section (2018-19)	G.R. No. (as in the fee receipt)
1				
2				

Earnings of the Applicant: (Please ✓)

(a)	TOTAL SALARY : (To be supported by certificate from the Employer as shown overleaf)		R.O.
(b)	Whether accommodation is provided. If Yes, rent amount paid to the landlord by your employer	Yes / No	R.O.
(c)	Whether House Rent Allowance is provided. If Yes, amount of H.R.A being received.	Yes / No	R.O.
(d)	Whether you are paying rent for your accommodation. If Yes, amount of the rent paid	Yes / No	R.O.
(e)	Whether employer pays for the water & electricity charges. If Yes, amount of allowance.	Yes / No	R.O.
(f)	Whether employer provides and maintains a vehicle for you, or if allowance is provided. If Yes, amount of expense/allowance	Yes / No	R.O.
(g)	Whether you own a vehicle. If Yes, amount of expense on maintaining your vehicle	Yes / No	R.O.
(h)	Whether the employer provides for a house telephone, If Yes, amount of expense	Yes / No	R.O.
(i)	Whether your spouse is employed. If Yes, name of her employer. Total salary and benefits earned by your spouse	Yes / No	R.O.
(j)	Whether any school fees are unpaid as on 31 st March, 2018.	Yes / No	R.O.
(k)	Did you apply for fee concession last year? If Yes, amount of concession received.	Yes / No	R.O.

Please attach the following documents:

- Passport copy of applicant including Visa Page and Copy of Resident Card
- Passport Copy of Spouse and Children including visa page and Copy of Resident Card
- Salary Certificate in the prescribed format. (Please see the reverse side of the application form)
- Residence Electricity, Water and Telephone Bill for the month of January, February & March 2018.
- Bank Statement showing your income for the last six months.**
- Copy of the previous year (2017-18) report card of children**

DECLARATION

I hereby undertake to cooperate with the School Authorities to verify the necessary records by visiting my work place, employer and the Bankers. Further, certified that the above details are true and correct and if found otherwise at a later date, the concession granted to me, may be withdrawn with retrospective effect. I also agree to the SMC's action in case the submissions are found to be falsified.

Date:

Name & Signature of the Applicant:

Criteria for applying for fee concession:

- Parents having total family income up to RO.200/- per month (including all allowances & perks) - (CAT-A)
- Parents having total family income between RO 201/- to 300/- per month (including all allowances & perks) - (CAT-B)
- Parents having total family income between RO 301/- to 400/- per month (including all allowances & perks) - (CAT-C)

Note: Incomplete applications will be rejected. The decision of the School Management Committee in regards to grant of fee concession to a particular student will be the final.

The Principal
Indian School Muscat
P.O. Box: 2470, PC: 112, Ruwi
Sultanate of Oman

Dear Sir,

This is to certify that Mr. whose child(ren)

..... of Class Div..... G.R. No. &

.....of Class Div G.R. No.

is/are studying in your school, is employed in our organization asHis gross salary is as under:

S.No.	Details of monthly salary / income	YES / NO.	R.O.
1	Basic Salary		
2	(i) HRA provided or not (If yes, mention the amount)		
OR	(ii) Accommodation provided, If yes, notional rent per month		
3.	(i) Transport is provided for official duties only		
OR	(ii) Transport Allowance – If Yes, amount		
OR	(iii) Car provided at his disposal. If Yes, notional cost per month		
4	(i) Water / Electricity Allowance. If yes, amount		
OR	(ii) Water / Electricity actual (Notional Cost per month)		
5	(i) Telephone Allowance. If Yes, Amount		
OR	(ii) Telephone provided (Notional cost per month)		
6	(i) GSM Allowance. If Yes, Amount		
OR	(ii) GSM provided (Notional cost per month)		
7	(i) Any other Allowance provided		
	(ii) Average incentive / commission received per month		

This is to certify that Mrs. spouse of our employee Mr..... is under our sponsorship and to the best of our knowledge is not employed.

Name of the Employer: Tel. No.

Name of the Contact Person in the Company for any queries: Mobile. No.

Commercial Regn. No. Date :

Authorized Signature with Company Seal (Sponsor / Group Personnel Manager). Place: