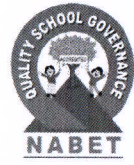




INDIAN SCHOOL MUSCAT  
P.O. Box 2470, P.C. 112, Ruwi  
Phone: 24702567 Fax: 24794919  
Email: info@ismoman.com



ISM/PRN/037/2023-24

May 01, 2023

**Circular to Parents (KG to STD XII)**

Dear Parent,

**Subject: Fee concession for 2023-24 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. The policy of the School Management is that none of the existing students have to leave the school because of financial difficulties and extends all support to the parents who are facing financial difficulties in terms of the Fee Payment.

The School management Committee has decided to support the parent community by providing Fee Concessions to the parents for the year 2023-24 within the Fee Concession policy of the School.

As per the school policy, **Fee Concession will be provided to Parents having the maximum gross salary limit of RO.500 per month. However, the school management has the discretion to consider the request from the parents with genuine financial difficulty based on the documents submitted to the school along with the fee concession application.**

We look forward to your support and assure you that genuine requests of the parents will be considered by the school management committee and will decide on the percentage of the discount to be offered based on the verification of the following documents.

- 1. Copy of Resident Card of Parents (Both Father and Mother) and Rent Agreement.**
- 2. Salary Certificate/Salary Slip from the Company.**
- 3. Bank Statement of last six months showing the salary transfer.**
- 4. Letter from the Sponsor in the required format provided in the application form.**

In this regard, you are kindly requested to submit the required details by filling in the fee concession form available on the school website (<http://ismoman.com/circulars.html>). The application form can be collected from the school office also between 7.30 a.m. and 2.30 p.m. The filled in form along with the supporting documents can be sent through email ([feeconcessions@ismoman.com](mailto:feeconcessions@ismoman.com)) or by submitting the hard copies to school office between 7.30 a.m. and 2.30 p.m. on all working days.

**Please note that those who have availed fee concession during last year are also required to submit a fresh application form and any decision on such concession requests will be addressed based on the school policy on Fee Concessions. The last date of submitting the fee concession application with the required documents will be Thursday, 18<sup>th</sup> May 2023.**

**Parents are requested to remit the School Fee on time to avoid the applicable fine till any decision on the above Fee Concession. Once the Fee Concession is approved then the same will be adjusted in the remaining quarter fee payment.**

The decision on awarding fee concession will be finalized after preliminary interaction with the parents, schedule of which will be intimated to you later. The decision to grant fee concession is purely at the discretion of the School and the decision will be based on the merit of the application with relevant supporting documents.

Warm regards,

Dr. Rajeev Kumar Chauhan  
Principal

