



Once Paying Party has signed a 2023-2024 Student Enrollment Agreement, a Withdrawal Form must be submitted to the School in order to be released from the terms of the agreement and to guarantee return of deposit.

For New Students (in their first year at the School)

If the Student is not returning to the School for the 2023-2024 academic year a Withdrawal Form must be received by the School by the re-enrollment deadline.

For Re-Enrolled Students (those who have been in school for more than one academic year)

A full term's notice of a Student's leaving is required. A Withdrawal Form must be received by the School by the following dates for the Paying Party to be released from the Agreement. The refundable deposit shall be returned within 30-60 days of the Student leaving the School, after deduction of any arrears of fees and expenses owing for the Student, provided the Withdrawal Form is received on time. If notice is received after the dates below, Paying Party is liable for the following term's full fees. Please refer to the 2023-2024 Student Enrollment Agreement for complete terms. Please complete a separate form for each student.

Withdrawal Deadline:	For Withdrawal Effective:
August 14, 2023	End of Autumn Term 2023 (December 15, 2023)
December 15, 2023	End of Spring Term 2024 (March 26, 2024)
March 26, 2024	End of Summer Term 2024 (June 14, 2024)

Bank Details	
<i>Domestic ACH Transfer Instructions</i>	<i>International Wire Transfer Instructions</i>
_____	_____
Bank Name	Bank Name
_____	_____
ABA Routing Number	Swift Code
_____	_____
Bank Account Number	IBAN Number
_____	_____
Bank Account Name	Bank Account Name

Student's First Name _____ Student's Surname _____

Withdrawal Date (Last day of Attendance) _____ Reason for Withdrawal _____

Next School Name _____

Forwarding Address _____

Telephone Number _____ Email Address _____

BY SIGNING BELOW, PARTIES CONFIRM WITHDRAWAL

Mother/Father/Guardian Signature _____ Date _____

Part Responsible for Payment of Fees if not parent/guardian (PLEASE PRINT) _____

Responsible Party Signature _____ Date _____

FOR FINANCE OFFICE USE ONLY	
_____	_____
Business Manager	Date

Date the Paying Party will be released from Terms of School Agreement	

Financial Obligation of Paying Party	Refund Due to Paying Party

Form Received by Admissions	Date