



PUPIL WITHDRAW FORM

The aim of this form is to formalise the procedure for a student withdrawing from the school. We hope that this makes the process easier to understand. You need to complete a Withdrawal Form if your child is leaving the school so that you can be released from the terms of the School and Parent Agreement that you signed when joining us at The British College of Brazil.

You need to give a full month's notice if your child is leaving The British College of Brazil. Please make sure that the Withdrawal Form is received by the School admissions office one month prior their leaving date.

admissions-bcb@britishcollegebrazil.org

Please note that if notice is received after the above dates, you will be liable for the following month's full fees. Please refer to the 2020-2021 Educational Contract for the complete terms.

Once the 2021-2022 School and Parent Agreement has been signed, you will be held to the terms of that agreement.

(Please complete 1 form for each pupil.)

Pupil's Name: _____

Withdrawal Date *(last day of attendance)*: _____

Reason for Withdrawal: _____

Comments: Your feedback is very important to us. Please use this space to write either a suggestion for improvements or a compliment of something we are doing well. _____

Next School: _____

Forwarding Address and Contact Information: _____



**THE BRITISH COLLEGE
OF BRAZIL**

A NORD ANGLIA EDUCATION SCHOOL

By signing below, the parties confirm withdrawal

Father/Guardian Signature: _____

Mother/Guardian Signature: _____

Party responsible for payment of fees if not parent/guardian (*Print*): _____

Responsible Party Signature: _____

For Office Use Only

Received By: _____

Date: _____

Paying Party will be released from terms of School Agreement on Financial Obligation of Paying Party
Refund Due to Paying Party