



# WITHDRAWAL NOTIFICATION FORM

## IMPORTANT INFORMATION

- ▶ Withdrawal and Refund policy details as per the BIS Terms and Conditions and Schedule of Fees.
- ▶ The Withdrawal Notification Form must be completed and submitted to the respective BIS campus office at least 90 calendar days prior to the student's last day at School. This will ensure that the refund policy is applied and School reports are issued.
  - The School will not refund any portion of Term Tuition Fees or Late Enrolment Fees.
  - The School will refund a percentage of the Annual Tuition Fee based on the date of the last day at School.  
Term 1 – 55%; Term 2 – 30%; Term 3 – 0%.
  - The School will refund the Security Deposit, if any, pursuant to the Refund Policy.
- ▶ Only one Withdrawal Notification Form needs to be submitted per family regardless of whether children are enrolled at more than one BIS campus.

## REASON FOR WITHDRAWAL

Please indicate the main reason for withdrawing your child(ren) from BIS?

Details: .....

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## STUDENT INFORMATION

Student's Full Name Surname ..... First ..... Middle .....

Date of Birth Day ..... Month ..... Year ..... Campus  EY&IC  JC  SC

Year Group ..... Gender  Male  Female

Form Group/Class ..... Proposed Date of Withdrawal Day ..... Month ..... Year .....

Student's Full Name Surname ..... First ..... Middle .....

Date of Birth Day ..... Month ..... Year ..... Campus  EY&IC  JC  SC

Year Group ..... Gender  Male  Female

Form Group/Class ..... Proposed Date of Withdrawal Day ..... Month ..... Year .....

Student's Full Name Surname ..... First ..... Middle .....

Date of Birth Day ..... Month ..... Year ..... Campus  EY&IC  JC  SC

Year Group ..... Gender  Male  Female

Form Group/Class ..... Proposed Date of Withdrawal Day ..... Month ..... Year .....

## PARENTS INFORMATION

Name of Parent/ Legal Guardian Surname..... First..... Middle.....

Forwarding Address .....

Home Phone ..|Country.....|Area.....|Local Number..... Mobile Phone ..|Country.....|Area.....|Local Number.....

Email

Next School of Attendance .....

Email

## PARENT DECLARATION

By signing this Withdrawal Notification Form, we, the undersigned Parent(s) and/or Guardian(s) agree that we have read, understood and agreed to the Terms and Conditions of the Withdrawal and Refund sections in both the School's Admission Terms and Conditions and Schedule of Fees (also provided in the outline above). We also acknowledge that:

- The School will apply the administrative date of 'Date Received' on this form as the official date of Notification of Withdrawal.
- The official date of Notification of Withdrawal will be the date used for any refund calculations.

Name of Parent/ Legal Guardian .....

Name of Parent/ Legal Guardian .....

Parent Signature .....

Parent Signature .....

Date ..|Day.....|Month.....|Year.....

Date ..|Day.....|Month.....|Year.....

## ADMISSIONS DEPARTMENT ONLY

Received By ..... Surname..... First..... Middle.....

Date Received ..|Day.....|Month.....|Year.....

Actual Leaving Date ..|Day.....|Month.....|Year.....

Date Entered on SIMS ..|Day.....|Month.....|Year.....

Signature .....

## ACCOUNTING DEPARTMENT ONLY

Received By ..... Surname..... First..... Middle.....

Date Received ..|Day.....|Month.....|Year.....

Actual Leaving Date ..|Day.....|Month.....|Year.....

Signature .....