

Notification of withdrawal and registration cancellation

We hereby wish to notify that our child(ren) will not attend the International School as follows :

Name	Grade	Exact Last day in school <i>DD/MM/YY</i> <i>(or non-arrival)</i>	Reason

Other comments:

We understand that the school early withdrawal and registration cancellation policy will apply based on the date of formal notification to the ISL Business Office.

We also confirm that we will maintain the ISL school life account direct debit account a few months after our departure for any outstanding charges.

Any refund of overpayment, if applicable, will be transferred to the ISL school life account bank details or the Third party payer on record.

Signature of parent/guardian _____

Date _____

Original form to be addressed to the ISL Business Office by registered letter at least two months in advance of actual date of departure or non-arrival. This document may be handed in to Business Office personally for receipt of notification.

ISL Official Receipt of withdrawal notification

Signature from Business Office _____

Date receipt _____

Copy sent to:

LS

US

Admissions