

Withdrawal notification

We hereby wish to notify that our child(ren) will depart from the International School as follows :

Name	Grade	Exact Last day in school DD/MM/YY	Reason

Other comments:

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

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.

Signature of parent/guardian _____

Date _____

To be handed in by parent to Business Manager - see full conditions in early withdrawal policy - standard school policy is notification by registered letter **two months in advance of date of departure.**

A reimbursement form may need to be completed.

ISL Official Receipt of withdrawal notification

Signature from Business Office _____

Date _____

Copy sent to:

LS

US

Admissions

Reimbursement form

- Please transfer any overpaid school fees to our bank account details are as follows:**

Kindly note that if payment was made by a third party (such as your employer) on your behalf, we will require written authorisation from them in order for the School to execute the reimbursement in your name.

- Account Beneficiary _____

Bank name / BIC Code _____

IBAN Number _____

- Please transfer any overpaid school fees our employers/ex-employers or other third party as follows:**

- Account Beneficiary _____

Employer Contact: _____

BIC Code _____

IBAN Number _____

- We wish to donate this overpayment to Friends of ISL and obtain a donation tax certificate.**

Parent / Guardian _ Name

Parent / Guardian _ Signature

Date _____