



Pupil Withdrawal Form 2011-2012

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 we can return your original deposit and you can be released from the terms of the School and Parent Agreement that you signed on joining us at CISD.

For New Students (in their first year at CISD):

If your child is not returning to CISD for the 2012-2013 academic year, please make sure that you send this form back to the School Office by April 30 2012. We will then make sure that your Refundable Deposit will be returned within 30 days of your child leaving CISD, after deducting any arrears of fees or other expenses owing for your child.

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

You need to give a full term's notice if your child is leaving CISD. Please make sure that the Withdrawal Form is received by the School by the following dates. We will make sure that your Refundable Deposit will be returned within 30 days of your leaving CISD, after deducting any arrears of fees or expenses owing for your child.

Withdrawal Notice Received

August 31 2011
December 31 2011
April 30 2012

Released from Agreement

End of Term I(December 15 2011)
End of Spring Term (April 03 2012)
End of Summer Term (June 28 2012)

Please note that if notice is received after the above dates, you will liable for the following term's full fees.

Please refer to the 2011-2012 School and Parent Agreement for the complete terms.

Once the 2011-2012 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 _____

Withdrawal Date (last day of attendance) _____

Reason for withdrawal _____

Next School _____

Forwarding Address & Contact Information

By signing below, the parties confirm withdrawal

Father/Guardian signature _____ Date: _____

Mother/Guardian signature _____ Date: _____

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

Responsible Party signature: _____ Date: _____

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 _____