



## Pupil Withdrawal Form 2010-2011

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 2011-2012 academic year, please make sure that you send this form back to the School Office by April 30 2011. 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 2010  
December 31 2010  
April 30 2011

#### Released from Agreement

End of Term I (December 23 2010)  
End of Spring Term (April 14 2011)  
End of Summer Term (June 30 2011)

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

Please refer to the 2010-2011 School and Parent Agreement for the complete terms.

Once the 2010-2011 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 \_\_\_\_\_