Name of Student: …………………………………………………………………………………………………………………………………

(Full passport legal name)

Grade Attending: ………………………………

Date of Withdrawal: ………../………./………..

Reason/Comments …………………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………………….

Parent Signature: ……………………………………………………………………….

WITHDRAWAL PROCESS

To complete the withdrawal process, please follow the steps listed below:

1. Complete the student withdrawal form (one per child).

2. Students must returned all books and materials. MS & HS students must complete the checkout form. Please note the checkout form will be provided by the Records Office.

3. Check with our Accounting and Cafeteria Department that all bills have been settled.

Please note that according to the tuition & payment fee policy students must return all textbooks and materials and have all bills cancelled before report cards may be issued. Board of Directors policy number 5.507-2 states:

...2. Students will not receive grade cards nor be allowed to graduate unless all bills have been paid and all school property has been return to the proper authorities or payment has been made for the replacement of such property that has been lost, damaged or destroyed. Documents of students whose bills have not been paid will be held until payment has been received.

Students withdrawing from the School will be charged the applicable tuition due through the last semester in which they attend any classes, meaning, that is the student attends any part of a quarter, the full semester will be charged.

4. Pick up the withdrawal package at the Records Office. The Records Office will confirm pick up date.