



WITHDRAWAL NOTIFICATION FORM

IMPORTANT INFORMATION

- ▶ Withdrawal and Refund policy details as per the BIS Admission Contract and Schedule of Fees.
- ▶ The Withdrawal Notification Form must be completed and submitted to the respective BIS campus office at least **90 calendar days** prior to the student's last day at School. This will ensure that the refund policy is applied and School reports are issued.
- ▶ Only one Withdrawal Notification Form needs to be submitted per family regardless of whether children are enrolled at more than one BIS campus.
- ▶ The School will not refund any portion of Term Tuition Fees or Late Enrolment Fees.
- ▶ The School will refund a percentage of the Annual Tuition Fee based on the date of the last day at School.
Term 1 – 55%; Term 2 – 30%; Term 3 – 0%.
- ▶ The School will refund the Security Deposit, if any, pursuant to the Refund Policy.

REASON FOR WITHDRAWAL

Please indicate the main reason for withdrawing your child(ren) from BIS?

Details:

STUDENT INFORMATION

Name	Surname	First	Middle	Date of Birth	Day	Month	Year
Campus	<input type="checkbox"/> EY&IC	<input type="checkbox"/> JC	<input type="checkbox"/> SC	Year Group	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Form Group/Class				Proposed Date of Withdrawal	Day	Month	Year

STUDENT INFORMATION

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Campus	<input type="checkbox"/> EY&IC	<input type="checkbox"/> JC	<input type="checkbox"/> SC	Year Group	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
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Form Group/Class				Proposed Date of Withdrawal	Day	Month	Year

PARENTS INFORMATION

Parent Name	Surname	First
Forwarding Address		
Home Phone	Mobile Phone	
Country	Area	Local Number
E-mail	<input type="text"/>	
Next School of Attendance		
E-mail	<input type="text"/>	

PARENT DECLARATION

By signing this Withdrawal Notification Form, we, the undersigned Parent(s) and/or Guardian(s) agree that we have read, understood and agreed to the Terms and Conditions of the Withdrawal and Refund sections in both the School's Admission Contract and Schedule of Fees (also provided in the outline above). We also acknowledge that:

- The School will apply the administrative date of 'Date Received' on this form as the official date of Notification of Withdrawal.
- The official date of Notification of Withdrawal will be the date used for any refund calculations.

Name of Parent	Surname	First	Name of Parent	Surname	First		
Signature of Parent			Signature of Parent				
Date	Day	Month	Year	Date	Day	Month	Year

ADMISSIONS DEPARTMENT ONLY

Received By			
Date Received	Day	Month	Year
Actual Leaving Date	Day	Month	Year
Date Entered on SIMS	Day	Month	Year
			Signature

ACCOUNTING DEPARTMENT ONLY

Received By			
Date Received	Day	Month	Year
Actual Leaving Date	Day	Month	Year
			Signature



www.bisvietnam.com

EARLY YEARS AND INFANT CAMPUS

101 Thao Dien Street, District 2,
Ho Chi Minh City, Vietnam
Phone: (84 28) 3636 0055
Email: eyic@bisvietnam.com

JUNIOR CAMPUS

225 Nguyen Van Huong Street,
Thao Dien, District 2,
Ho Chi Minh City, Vietnam
Phone: (84 28) 3744 4551
Email: jc@bisvietnam.com

SECONDARY CAMPUS

246 Nguyen Van Huong Street,
Thao Dien, District 2,
Ho Chi Minh City, Vietnam
Phone: (84 28) 3744 2335
Email: sc@bisvietnam.com