



## *Pupil Withdrawal Form 2020-2021*

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 you can be released from the terms of the School and Parent Agreement that you signed on joining us at Compass International School.

You need to give a full term's notice if your child is leaving Compass International School. Please make sure that the Withdrawal Form is received by the School by the following dates.

### *Withdrawal Notice Received by:*

September 1, 2020

January 3, 2021

April 11, 2021

### *Released from Agreement:*

End of Autumn Term (December 17, 2020)

End of Spring Term (March 25, 2021)

End of Summer Term (June 28, 2021)

**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 2020-2021 School and Parent Agreement for the complete terms.**

**Once the 2021-2022 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's Name: \_\_\_\_\_

Withdrawal Date *(last day of attendance)*: \_\_\_\_\_

Reason for Withdrawal: \_\_\_\_\_

Next School: \_\_\_\_\_

Forwarding Address and 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