



# Notification of Withdrawal

Please complete this form and return it to the Admissions Office at [admissions@dovertcourt.edu.sg](mailto:admissions@dovertcourt.edu.sg). We shall activate all exit procedures on receipt of your formal notification. Fill out all sections (type or print in capital letters). The Withdrawal Policy is outlined on the Student Contract and in the Parent Handbook.

## Contact Information:

Building / block / house #

Street name

Postal code  Home telephone

## Student Information:

Family / last name

Student given / first name  Class

Student given / first name  Class

Student given / first name  Class

Last day of school

Current email address  Forwarding email address

Going to (new school name)  City / country

New correspondence address

Please briefly explain your reason for leaving DCIS

Would you be willing to act as a reference for DCIS in future?  Yes  No

We hope that your child has had a successful and enriching stay at DCIS, and we wish you and your family the very best in the future.

I understand that my child has to return all school belongings (text/library books, musical instruments, etc.) on or before his/her final day of school at DCIS.

Parent / guardian's name  Signature

Date