



Pupil Withdrawal Form 2021-2022

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 1st, 2021

January 2nd, 2022

April 10th, 2022

Released from Agreement:

End of Autumn Term (December 16th, 2021)

End of Spring Term (March 10th, 2022)

End of Summer Term (June 23rd, 2022)

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 2021-2022 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