

## DP - STUDENT WITHDRAWAL FORM

**To be completed by parent**

Date:	
Student Name:	Grade:
First day at RIS:	Last Day At RIS:
Reason for Leaving:	
Moving Abroad	Name of Country
Another School	Name of School
Another Emirate	Name of Emirate
Parent's New Mailing Address:	
Overseas Phone Contact:	
I would like to receive my transfer certificate as an <input type="checkbox"/> Email or <input type="checkbox"/> Printed hard copy	
Parent's New Email address:	
Parent's Name and Signature:	

**Student to take to teachers to sign**

This form should be signed by the following teachers to indicate that textbooks/ school belongings have been returned by the student. It is the student's responsibility to go around all teachers to get their signature. Transfer Certificate will only be issued once all dues have been settled.

Advisory Teacher		Library	
Group 1 (English) Teacher		Group 6 (Arts/Other) Teacher	
Group 2 (Language) teacher		TOK Teacher	
Group 3 (Humanities) Teacher		Diploma Coordinator	
Group 4 (Science) Teacher		Assistant to the DP Coordinator	
Group 5 (Math) Teacher		Head of Grade	
Counselor		Deputy Head of Secondary	

Once all signatures have been obtained, please hand in to reception.

**For Office Use**

Receptionist		Admissions Manager	
Registrar		Arabic Administrator	
Accounts		Transportation Officer	
Database Administrator		Transfer Certificate completed	Date certificate collected

**Notice of student withdrawal and application for a tuition refund at the request of the parent must be made in writing to the School Principal. Reason and date of leaving should be stated.**