

EY/PYP - STUDENT WITHDRAWAL FORM

To be completed by parent

Date:		
Student Name:		Grade:
First day at RIS:		Last Day At RIS:
Please indicate where you are intending to move:		
Moving Abroad		Name of Country
Another School in Abu Dhabi		Name of School
Another Emirate		Name of Emirate
Reason for leaving:		
Parent's New Mailing Address:		
Overseas Contact Telephone Number:		
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:		

Parents to take to Teachers to sign

Textbooks and materials that are the property of the school should be returned to the homeroom/ advisory teachers at least one before leaving. Transfer Certificate will only be issued once all dues have been settled.

Homeroom Teacher	
Arabic Teacher	
SEN/EAL if applicable	
Library	
Counselor	
Assistant to the Head of EY/PYP	

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		Date transfer certificate completed	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Date certificate collected</td> <td style="width: 50%;"></td> </tr> </table>	Date certificate collected	
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.