

MYP - 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:	

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		PE Teacher	
English Teacher		Music/Drama/Art	
Humanities Teacher		French Teacher	
Math Teacher		Library	
IT/DT Teacher		Counselor	
Science Teacher		Assistant to Head of Secondary	
Arabic Teacher		Deputy Head of Secondary	
Head of Grade		SEN/EAL if any	

Once all signatures have been obtained, hand into 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.