

## 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	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.**