

WITHDRAWAL / TRANSFER FORM

INSTRUCTIONS: After filling out the form, please submit it to the Admin Counter or email to accounting@studentdeskims.org with the Subject: Withdrawal Request – Student’s Name (Last Name, First Name, Middle Name).

Print legibly. Tick appropriate boxes (). Indicate N/A if not applicable. DO NOT ABBREVIATE.

SECTION A	STATEMENT OF WITHDRAWAL /TRANSFER
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School Year _____ - _____

Name	
Student Level	
Gender	
Birth Date	
Parent Name	

- I wish to withdraw my child from Studentdesk Integrated Montessori School.
- I have read and understood the school’s policy on withdrawal / transfer refunds. (Section B)

Reason For Withdrawal/Transfer

The withdrawal is not official until you receive confirmation from Studentdesk Integrated Montessori School. Confirmation will come within fifteen (15) business days via email, so please contact us if you do not receive confirmation.

	Submitted by	Noted by	Approved by
Signature			
Name			
Designation	Legal Parent	Admissions/Accounting	Executive Head
Date Accomplished			

SECTION B

SCHOOL POLICY ON WITHDRAWAL /TRANSFER REFUNDS

Below are the guidelines to be used when a student decides to withdraw his/her enrollment from the school.

A. Withdrawal/Transfer Refunds

1. Withdrawal/Transfer to the Academic Head/Principal. The letter shall contain the date of request, the withdrawing/transferring student's full name, grade level and the reason for his/her withdrawal/transfer.
2. A student may be charge 10% of the total school fees if he withdraws within the 1st week of class whether or not he has actually attended classes. He/she will be charge 20% if he/she withdraws within 2nd week.
3. A student will be charged the full amount of the school fees if he/she withdraws anytime after the 2nd week of classes.
4. Reservation, registration, insurance and ID fees are non-refundable.

B. Release of Transfer Credentials and Other Documents

1. Transfer credentials and other documents may only be released after all financial obligations have been settled.
2. Refunds will be released through checks ninety (90) working days after all requirements have been met.