



Notice of intention to withdraw from the school or the Boarding House must reach the Admissions Office at least eight working weeks in advance of the student's last day. A penalty fee is incurred if inadequate notice is given. Notice of withdrawal is calculated from the day this completed form is returned to the Admissions Office.

Date: _____
 Attention: Principal, Jerudong International School
 Re: Notification of withdrawal

Dear Mr Fowler-Watt

Please be informed that my child/children as listed below will be withdrawn from:

| | Please tick | As of (Date) |
|-------------------------------|-------------|--------------|
| Jerudong International School | | |
| Boarding House | | |
| Boarding House Bus | | |

Reason for leaving _____

| Name | Year Level | Class/Tutor Group |
|------|------------|-------------------|
| | | |
| | | |
| | | |

For future reference, I have listed our contact details below:

| |
|---------------------|
| Forwarding address: |
| |
| Country: |
| Telephone: |
| Email: |
| Next school: |
| |

The school provides a leaving certificate and an academic transcript for departing students. It takes approximately two working weeks to complete transfer documentation. Documentation will only be released when all outstanding fees have been settled and all library books have been returned.

Mother's signature: _____ Name: _____

Father's signature: _____ Name: _____

Return this completed form to the Admissions Office or fax to 241 1010. Contact the Registrar on 241 1000 (ext 1214 or 1206) if you have any questions.