



Student Withdrawal Form

Please note that there are no refunds for registration costs or other payments in the event of a student withdrawal. When a student is withdrawn from the school before the end of the year, the parent or guardian must notify the school at least two months prior to the date of withdrawal. The parent or guardian who withdraws the student without the two month notification is responsible for paying two months tuition as a fine for not having notified the school within the required timeframe.

Student Name:	Student Grade:
Date of Withdrawal Notification:	Last Day of Attendance:

Reason for withdrawing the student (please be specific):

Name of parent/guardian submitting request:

Signature of parent/guardian submitting request:



Aviso de la Retirada del Estudiante

No hay devoluciones por costos de inscripción ni otros pagos en el caso de retirada del estudiante. Los padres o tutores deben avisar el colegio por lo menos dos meses antes de la fecha de retirada. Sin los dos meses de notificación son responsables por pagar dos meses de matrícula como multa por no haber notificado al colegio dentro del cuadro de tiempo requerido.

Nombre del Estudiante:	Curso del Estudiante:
Fecha de Aviso de Retirada:	Ultimo Dia de Asistencia:

Razón por la retirada del estudiante (por favor proveer detalles):

Nombre del Padre/Tutor entregando la ficha:

Firma del Padre/Tutor entregando la ficha:
