

Notification of withdrawal and registration cancellation

We hereby wish to notify that our child(ren) will not attend the International School as follows :

Name	Grade	Exact Last day in school <i>DD/MM/YY</i> <i>(or non-arrival)</i>	Reason

Other comments:

We understand that the place will no longer be available past the date stated.

We understand that the school early withdrawal and registration cancellation policy will apply based on the date of departure and the date of formal notification to the ISL Business Office.

We also confirm that we will maintain the ISL school life account direct debit account a few months after our departure for any outstanding charges.

Any refund of overpayment, if applicable, will be transferred to the ISL school life account bank details or the Third party payer on record.

If your child or children would like to receive their yearbook after departure during school year, please fill in the appropriate form.

Signature of parent/guardian _____

Date _____

Original form to be addressed to the ISL Business Office by registered letter at least **two months** in advance of actual date of departure or non-arrival. This document may be handed in to Business Office personally for receipt of notification.

Signature from Business Office _____

Date receipt _____

Copy sent to:

LS

US

Admissions

ISL YEARBOOK FORWARDING ADDRESS & POSTAGE

Each ISL student receives a free ISL Yearbook in June of the school year. Students who leave ISL before the end of the school year are also entitled to a yearbook. However, we ask families to cover the cost of postage should they wish to have their yearbook(s) posted to their new home. Yearbooks will not be printed for those who do not complete the form.

If your child or children would like to receive their yearbook after their departure, please fill in the information below, sign and return this form to the **Lower or Upper** School Office.

Please print Clearly:

Your child's name/children's names:

New Address

Your forwarding e-mail address:

Please count €18 for each book to be posted within Europe and €26 for each book to be posted anywhere outside of Europe.

_____ Total number of yearbooks to be sent

_____ Cost per book

Equals: _____ Total payment to be charged to my ISL School Life Account

Payment: I hereby authorise the above total payment to be charged to my ISL School Life

Parent/Guardian Signature

Date

Parent/Guardian Name (please print)

For office use only

Copy to Yearbook Team

Copy to Business office