

The International School Nido de Aguilas

WITHDRAWAL - TEMPORARY

Temporary withdrawal, considered to be a planned discontinuance of enrollment of more than one month, may be approved by the Headmaster for a period of up to twelve (12) calendar months, upon the recommendation of the divisional principal.

Families that request a Temporary Withdrawal agree to:

- Submit re-enrollment forms and pay the Annual Registration Fee for the given academic calendar year.
- Present no outstanding debts and pay all applicable tuition fees and incorporation fees according to schedule.
- Provide a report of activities, attendance at another school and grades, upon the student's return to school. Students are required to be in good academic and behavioral standing at their external school in order to return to Nido.
- High School Students: Students on temporary withdrawal must complete the necessary credits to earn the minimum graduation requirements established. Students can be awarded a maximum of 8 credits per year (or 4 credits per semester). The student's counselor and Principal make the determination of which Nido graduation credits have been fulfilled. It is recommended that students take no more than one temporary withdrawal during their four years in High School.
- Temporary withdrawals can be requested no more than once every three years per child.

Temporary withdrawal can be with or without space reserved and specific requirements that must be met depending on the nature of the temporary withdrawal:

Temporary withdrawal with space reserved:

- The school guarantees immediate placement in the appropriate grade level for the designated student; however, space in a specific class may be guaranteed (only for students in ECC or ES leaving and returning within an academic year).
- The student's family is responsible for paying the full annual tuition.

Temporary withdrawal without space reserved:

- The school is not obliged to guarantee a space in the appropriate grade level for the designated student. If space is available upon return, the student shall be readmitted. If space is not available upon return, the student shall be placed at the top of the waitlist for the grade and readmitted when space is available.
- The school shall not charge the student's family tuition fees corresponding to the months of instruction missed during the approved temporary withdrawal period.
- Student's that exceed the approved withdrawal period will be charged the applicable tuition fees for the time of withdrawal.
- Upon the student's return to school, the student's family shall remain responsible for paying all applicable Incorporation Fees according to schedule.

- Upon the student's return to school, the student's family shall provide a report of activities, attendance at another school, and grades, if applicable to Nido.

Withdrawal for more than 12 Months

Temporary withdrawals that exceed the period of twelve (12) calendar months, will automatically be considered a Permanent Withdrawal. Students that wish to enter Nido must submit a new application in order to be considered for readmission to school.

Requesting Temporary Withdrawal

The parent or guardian who seeks approval for a temporary withdrawal for a student (or for several students) shall complete the [Temporary Withdrawal Request Form](#) online. In this form, families must specify if the request is for a temporary withdrawal with or without space reserved, list the name of each student to be considered for temporary withdrawal along with an explanation for the planned departure. The Admissions Office then coordinates the approval from the appropriate divisional principal and Headmaster approval. The request, along with a copy of the response, shall be included in each student's records and in the Admissions Office.

Returning from Temporary Withdrawal

The Admissions Office will contact families to confirm the student's return in November for semester two returns and May for following school year returns. Admissions and the corresponding Counseling team must approve the students' return to Nido, taking into consideration the requirements and conditions established in the TW letter sent to the parents at the time of withdrawal.

Fee 6 Eligibility

In order to remain eligible for the National Plan/K-12 (F6 or F3A) fee schedule, students must complete a temporary withdrawal request form. According to the Temporary Withdrawal Policy, the withdrawal policy cannot exceed 12 months.

Withdrawal without approval

In the event that a student is temporarily withdrawn without the Headmaster's approval for more than three (3) academic months, the school reserves the right to change the student's enrollment status and to re-test him/her for admission.

No Show

In the event that a student is absent for more than a whole month at the beginning of the semester, the school reserves the right to change the student's enrollment status and to re-test him/her for admission.

Approved: September 1985

Amended: November 1998, November 2016, October 2020

See also: *Policy C 1.06 -- Withdrawal – Permanent*