



## The International School of The Hague

Name of student: \_\_\_\_\_ Grade: \_\_\_\_\_

Student BSN Number: \_\_\_\_\_

Last day in school: \_\_\_\_\_

Date of departure from country (if applicable): \_\_\_\_\_

Records required at the time of departure:  Transcripts (Secondary school only)  Confirmation of Attendance

Reason of departure:  Dutch school  Moving abroad  Other

*To comply with Dutch government regulations every student under 18 should attend a school while living in The Netherlands. In order to officially withdraw your child, we need the address of the new school (evidence of registration/ contact person in the new school). Please also add the name and address of the next school in this form.*

### Student moving to a school abroad

The student needs to be deregistered by the parent (s) from the Municipality of The Hague. <https://www.denhaag.nl/en/moving-and-immigration/report-your-move-abroad-deregistration.htm>.

According to the Attendance Law, it is illegal to attend a school abroad while being still registered in The Netherlands, unless an exemption has been granted. If parents wish that the student remains registered in The Netherlands whilst attending a school abroad, parents should apply for an exemption on the basis of Article 5 sub c of the Attendance Law. This can be done, via email to the Attendance Officer, Ms Elke Philips ([elke.philips@denhaag.nl](mailto:elke.philips@denhaag.nl)).

### Student moving to another school within The Netherlands

If a student goes to another school within The Netherlands, parents can withdraw the student but should provide ISH with the information of the new school. There should be no "gap" in the student's attendance whilst moving from our school to the new school.

Name of next school/college: \_\_\_\_\_

Address of next school: \_\_\_\_\_

Email address of next school: \_\_\_\_\_

Evidence provided:  Yes  No

\*if no, please comment: \_\_\_\_\_

New phone number: \_\_\_\_\_

New email address: \_\_\_\_\_

Signature parent 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signature parent 2: \_\_\_\_\_ Date: \_\_\_\_\_

*Formal notice of withdrawal needs to be provided at least 60 days in advance, by submitting this form. Failure to do so will result in fees continuing to be charged and the deposit will only be refunded when any outstanding balance has been settled, as per the Standard Terms and Conditions.*

### Bank details for refund of deposit

Account name: \_\_\_\_\_

IBAN number: \_\_\_\_\_ BIC number: \_\_\_\_\_

For Office use only

Date received: \_\_\_\_\_

Debtor number: \_\_\_\_\_

Checklist for refund of deposit:  Books returned  Locker key returned