



Withdrawal Form

If you are looking to withdraw your child/children from ICS London, you must give the school a full term's notice in writing.

Please send this form via email to head@ics.uk.net and cc admissions@ics.uk.net and payments@ics.uk.net to inform the school you are withdrawing your child/children.

Please note that if you do not provide the school with a full term's notice, you are liable for the fees for the following term.

Below are the dates for withdrawal notice

Withdrawal notice for Autumn term 23-24: **no later than March 31st 2023**

Withdrawal notice for Spring term 23-24: **no later than June 28th 2023**

Withdrawal notice for Summer term 23-24: **no later than December 15th 2023**

Withdrawal notice for Autumn term 24-25: **no later than March 28th 2024**

Please note that if you do not provide the school with the adequate notice and fees for the following term are not paid, the school may be unable to provide school reports and references for your child.



Please complete the withdrawal form below.

If your child/student has been withdrawn or graduated, then your deposit (or part of) may be refundable if:

1. A request is made for the refund in writing to finance (payments@ics.uk.net) within 1 month from the last day of term when your child/ student completed their studies with International Community School;
2. Your withdrawal has been made in writing and within the terms and conditions and dates stated above;
3. All school items have been returned.

Details of your child's new school

It is a statutory requirement from the UK's Department of Education that you provide details of the school that your child will be moving to. Please complete the information below:

Name of child/children	
Year group at ICS	
Name of school	
Address of school	
Country of School	
Proposed start date at new school	

Feedback

We value your opinion. Please provide us with your feedback on our school - what we have done well, areas for improvement, and any other feedback.

Reason for leaving
What did you like about ICS?



What could we improve at ICS?
Do you give consent for ICS to share your comments?
Any other feedback

Name of person completing the form:

Signature:

Date: