



## **STUDENT WITHDRAWAL NOTIFICATION**

### **Parent's Information**

Parent/Guardian		Email	
-----------------	--	-------	--

### **Child(ren)'s Information**

Name		Year level/Class	
Name		Year level/Class	

### **Last Day of Attendance**

Day                      Month                      Year

### **Reason for Withdrawal**

- Relocating to: \_\_\_\_\_
- Returning home to: \_\_\_\_\_
- Joining new school abroad: \_\_\_\_\_
- Joining new school in Thailand: \_\_\_\_\_
- Other: \_\_\_\_\_
- Name of New School** (if applicable ) \_\_\_\_\_

### **Acceptance Fee**

- Donate the full amount to Si Ri Panya                       Donate \_\_\_\_\_ to Si Ri Panya
- Reimburse the full amount to \_\_\_\_\_  
(include bank, account name & account #) \_\_\_\_\_

Any refund received will be determined by the school's refund policy.

*The 10,000-baht acceptance fee is refunded from your final term before you leave the school. Refund terms: one FULL calendar terms notice of leaving is required in writing for any student leaving the school. To notify the school please complete the 'withdrawal notification form'. Where less than one full term's notice is provided, then the acceptance fee will not be refunded. For example:*

*Example 1: You tell us in term 2 you are leaving at the end of term 3, when you pay term 3 school fees we deduct the 10,000 from term 3 fees.*

*Example 2: You tell us in term 2 you are leaving at the end of term 2 and so already part way through a term and NOT a full terms notice. Therefore, the acceptance fee is forfeited due to insufficient notice and not refunded.*

- Non-O and Ed visas provided through the school must be cancelled before prior to enrolling at another school or departing Thailand. Failure to do so will pose future complications on visa applications and result in a fine levied by the Thai Immigration Authority.

### **Additional documents required for Thai school leaving documents**

- ID/Passport of parent                       ID / Passport of pupil
- Birth certificate child                       Photo of pupil 1"x1.5" in school uniform

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Admissions Department Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Please submit this form to the Admissions Department. A member of Admissions staff **MUST** sign and date the form and give you a copy. Please keep the fully completed and signed copy for your records.