



## WITHDRAWING FROM THE SCHOOL PROCEDURE

Where possible, we hope that our students will have the opportunity to complete the academic year. However, due to the nature of international life, we understand that it is sometimes necessary for you to move during the school year.

In order to ensure a smooth transition for the school and families, our procedures are as follows:

- You provide notice of withdrawal at least six weeks before you plan on leaving the school.
- If you leave between the beginning of the school year and April 1<sup>st</sup>, we ask that you provide a notice period of at least six weeks. This is either served in school or paid in lieu of the 6 weeks fees.
- If you leave later in the school year, after April 2<sup>nd</sup> and until the end of the school year when the re-enrolment process is completed, a notice period of at least eight weeks is necessary. This notice period is either served in school or paid in lieu of the 8 weeks fees.
- If you give notice of withdrawal during the summer holidays, after confirming a place for the next academic year, the deposit fee will be retained by the school in lieu of a notice period.

### REFUND OF SCHOOL FEES

If you withdraw your child from Amersfoort International School during the school year, you are entitled to a refund of a percentage of the school fees paid.

A refund is made only if all financial obligations have been met and the appropriate notice period has been given. When one or both stipulations have not been fulfilled, the deposit fee, paid upon registration, will be retained to cover any financial shortfall.

If a student leaves before the 15<sup>th</sup> of the month, school fees for that month will be refunded. If a student leaves after 15<sup>th</sup> of the month, only the school fees for the following month will be refunded, according to the scheme as follows:

If you leave in:	Refund of school fees:
September – December	50% of school fees paid
January	40%
February	30%
March	20%
April	10%
May – July	0%



## Withdrawal Form

Student name:		PYP level:	
Date of birth:		Last day at school:	
Reason for withdrawal:		New parent email address: (if applicable)	
Forwarding address:		New parent phone number: (if applicable)	

Remember to unregister your child with your local town hall (gemeente) if you are leaving the region and/or the Netherlands. Even if it is only your child/children (and not one or both parents) who are leaving the Netherlands, you must still notify the town hall to comply with Dutch school attendance regulations.

Name of new school:

Address and website of new school:

Contact person and email of new school:

Please note: Unless you are moving abroad, students cannot be deregistered from AIS until there is confirmation that they are registered at a new school.

### Checklist for withdrawal

- All library books and school property has been returned
- All outstanding debts are paid

School deposits will only be returned on completion of this checklist.

### Bank details

Name account holder:

Bank name:

Account number:

**\*Parent/guardian signature:**

**Date:**

\*By signing this form you give permission to share information with future educational institutions