

SCHOOL WITHDRAWAL REQUEST FORM

If you fill out the form by hand, please use clear and legible handwriting.

Student details

Full name: _____ Class: _____

Legal guardian details

Full name: _____

I.D./N.I.E./Passport No.: _____

Email address: _____

Contact Telephone number: _____

Withdrawal request

Effective withdrawal date: _____

In order to continue improving as school, we would appreciate it if you could indicate the reason for the withdrawal. Please mark the appropriate option with an X.

Transfer to a Spanish school	Change of residence outside the island	Academic reasons	Financial reasons	Personal reasons
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Withdrawal conditions

Withdrawals for the following academic year, must be notified to the school **in writing before 1st March**.

- Notifications received after 1st March will require payment of the 1st monthly fee of the following year (June).
- Notifications received after 1st May will require payment of the 2nd monthly fee of the following year (September).
- Withdrawals during the academic year must be communicated before the 10th day of the current month or, in the case of public holidays and/or school holidays, at least 10 working days in advance.

Deposit refund

If applicable, please indicate the bank details for the refund of the deposit.

IBAN (24 digits): _____

Account holder's name: _____

Signed: _____ Date: _____

Please see the reverse for submission options.

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Form submission

Please submit the withdrawal request form through one of the following methods:

- By email to: administracion@canterburyschool.com
- In person at any of the school offices
- Through the student, by handing it in at the appropriate department office

In all cases, confirmation from the school will be required for the request to be valid, either by a stamped copy of the form or an email receipt acknowledgement.

Comments:

If you wish to add any observations or comments, please do so below:

For school administration use only			
Fecha de recibo:		Vía:	
Acuse de recibo por:		Confirmado mediante:	
Número de fianza:		Importe a devolver:	
Observaciones:			