

## 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 1<sup>st</sup> March**.

- Notifications received after 1<sup>st</sup> March will require payment of the 1<sup>st</sup> monthly fee of the following year (June).
- Notifications received after 1<sup>st</sup> May will require payment of the 2<sup>nd</sup> monthly fee of the following year (September).
- Withdrawals during the academic year must be submitted before the 10<sup>th</sup> day of the preceding month.

In the event of a public holiday or holiday period, notice must be given at least 10 working days prior to that date.

### 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](mailto: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: ..... ..... ..... .....			