



# WITHDRAWAL FORM

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**OPTIMIST  
INTERNATIONAL  
SCHOOL**



## STUDENT WITHDRAWAL FORM

Parents should return this form to the school administration office to withdraw their child from the school.

### About your child:

Name of student \_\_\_\_\_

Current Year Group \_\_\_\_\_

Last day of school will be \_\_\_\_\_

### Reason for withdrawal:

Alternative School

Moving Abroad

Other \_\_\_\_\_

### Your child's future education:

Name and address of next school \_\_\_\_\_

School contact: \_\_\_\_\_

School e-mail address: \_\_\_\_\_

### Your new contact information:

Forwarding Address & Contact Information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Our legal position:

As a Dutch international school, we have a responsibility to ensure students who leave our school are de-registered or transferred within the central student registration system in The Netherlands.

Student transfer reports or references are not released until all outstanding obligations including finance, have been met.





## WITHDRAWAL OF STUDENTS

### The following notice period for withdrawal apply:

A notice period is required before you leave; at least six weeks' notice is necessary if you leave between the beginning of the school year and 1 April.

If you leave later in the school year after 2 April and until the end of the school year when the re-enrolment process is completed, a notice period of at least eight weeks' notice is necessary.

A full refund of school fees in accordance with the terms and conditions of enrolment will be made providing families have adhered to the school withdrawal notice policy. If less than 6 weeks' (or 8 weeks as mentioned above) notice is given, the refund will be reduced accordingly, and the deposit fee may not be refunded and instead used to cover outstanding school or after school activity fees. If your child leaves school after the 1<sup>st</sup> May of the academic year no refunds will be made.

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_



### Confirmation by Optimist International School:

The withdrawal of \_\_\_\_\_ is acknowledged and recorded.

School administration: \_\_\_\_\_ Date: \_\_\_\_\_

