



WITHDRAWAL FORM

(One form required for each student)

Student Details:

Last Name: _____ First Name(s): _____

Current Grade: _____ Class Number: _____ Homeroom Teacher: _____

Date of withdrawal (last day in school): _____ (date) _____ (month) _____ (year)

Reason for withdrawal: Employment At request of school Further tertiary education (e.g. university)
 Transfer to K-12 school within Vietnam School name _____
 Transfer to K-12 school overseas School name _____
 Other / Comments Please specify _____

Forwarding street address for student: _____

Permanent E-mail address for student: _____

Permanent E-mail address for parents: _____

TUITION FEE REFUND

If the annual tuition fee for this student was paid in full at time of enrolment, and the withdrawal date is in term 1, 2 or 3, then a refund will be provided for the terms not attended. The accounting department will calculate any refund due.

CERTIFICATE OF ENTITLEMENT

If you own a Certificate of Entitlement (COE) that was issued prior to 31 July 2009, and you now want the school to sell your COE to a new student on your behalf, then you must complete a separate "Request to Sell" form, which are available from the Admissions Office.

BANK ACCOUNT TO DEPOSIT REFUNDS (MUST BE COMPLETED OR NO REFUND CAN BE MADE)

Bank Name: _____

Bank SWIFT Code: _____ Branch: _____

Bank Address: _____

Account Name: _____

Account Number: (VND) _____ (USD) _____

Parent or Guardian Name (Print)

(Signature)

(Date)

The completed form should be forwarded to the Admissions & Marketing Coordinator, Ms Christine Byrne.