

## WITHDRAWAL REQUEST FORM

*Please fill this application form and submit it to the Front Office/Admissions Office.*

Academic Year \_\_\_\_\_ Grade/ Section \_\_\_\_\_ Last date of attendance \_\_\_\_\_

Name of Student \_\_\_\_\_ Student I.D. No \_\_\_\_\_

Reason for Withdrawal \_\_\_\_\_

Name of the new School \_\_\_\_\_ Country \_\_\_\_\_

Email contact \_\_\_\_\_ Mobile \_\_\_\_\_

**Siblings (if any) who will continue to study in Raffles Nurseries/Any other IVEI School**

	Name of Student	I.D. No.	IVEI School/Nursery	Grade/Section
1				
2				
3				

**Require Leaving/Transfer Certificate (only outside Dubai)?**     Yes     No

**Would you require the Transfer Certificate to be attested by the regulatory authorities (KHDA)?**     Yes     No  
 If 'Yes' please pay **AED120/-**, the KHDA fee for attestation at the cashier and attach a copy of the receipt of your payment to this application in order for us to proceed and apply for KHDA attestation.

The Transfer Certificate/Leaving Certificate will be issued only under the following conditions:

1. There remains no fee outstanding with the School.
2. There remains no outstanding with the School Library.
3. There remains no outstanding with the School Laboratory (Applicable only for Grade 6 & above).
4. The admission of the student was approved by KHDA on submission of all the required documents at the time of admission into the school.

- The Transfer Certificate may be collected from the Front Office/Admissions Office & Refund (if applicable) from the Accounts Department within two (2) weeks from the last date attended.

- Name to appear on refund cheque (if applicable) \_\_\_\_\_

**Kindly contact your Child's Class Teacher or the School Administrative Secretary for Academic Reports.**

Parent Name \_\_\_\_\_ Date \_\_\_\_\_

Signature