

WITHDRAWAL REQUEST FORM

I would like to inform you that I wish to withdraw the following child from Raffles International School

Sl. No.	Student Name	Student I.D. No.	Campus	Year Level/Section	Last Day of School

1. Transfer to Schools : International (Overseas) Local (Schools within Dubai)

(a) If Local, name of the school your child is transferring to: _____

(b) If Overseas would you require a Transfer Certificate? 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.

(Please note transfers to schools within Dubai will not require a Transfer Certificate to be issued from the school as per the rules of the KHDA)

2. Reasons for leaving :

Signature of Parent / Guardian: _____ **Mobile Contact:** _____ **Date:** _____

1. Kindly contact your Child's Class Teacher or the School Secretary regarding School Reports.
2. Transfer /Leaving Certificates (applicable only for Overseas transfers) will be processed only after the last day of school and will take a week to two weeks to be ready, where KHDA attestations have been requested.
3. Transfer Certificate/Leaving Certificate, Report Cards or any other records will be issued only under the following conditions:
 - There remains no fee outstanding with the School.
 - There are no unpaid fines or unreturned books for the Library.
 - The admission of the student to school was approved and registered by KHDA on submission of all the required documents at the time of admission, Emirates IDs swiped and the Parent School contract signed.