

NOTICE OF WITHDRAWAL



Seri Mulia Sarjana International School
Brunei Darussalam

This is to inform your office that I have the intention to withdraw my child/children from Seri Mulia Sarjana International School.

Effective Date of Withdrawal:		
Date of Notice of Withdrawal:		
Name of Child/Children	Class	Reason

Important Notes to Parents to take note of:

- Parents with the intention to withdraw their child/children from the school must complete this from TWO months in advance of the child's last day indicating the reasons of withdrawal.
- School fees will be charged accordingly should there be insufficient notice given. All outstanding fees are required to be settled as well as library book must be returned before approval for withdrawal is given.
- Fees are payable for any part of the month that student is still enrolled in the school.
- Leaving certificate, report book and transfer of student pass from will not be released unless the above requirements are met.
- Completed form must be submitted to the front office and will take 3 days to process all the documentation.
- Notice of withdrawal will take effect from the day this completed form is submitted and approved.

Your signature below will indicate that you understood and agreed with the terms and conditions stated above.

Parent's Signature: _____ Date: _____

-----*-For office use only*-----

Received by: _____ Date Received: _____

Remarks: _____

Clearance Checklist (to be completed by office staff)

School Fees Library Books Others: _____

Documentation issued/returned to parents

Leaving Certificate School Health Record Report Book

No: _____

Approved by:
Principal's Signature & Date
Principal's Remarks