

# Withdraw Procedure

2018-2019 Academic Year

If you are leaving Oryx International School, please follow the instructions below to ensure that you have all the required information with regards to our leaving procedures.

## Notification period

For all students leaving Oryx International School, as part of our school policy and signed in the School Fee Regulation Schedule, one term's notice in writing is required for withdrawal of a student during the academic year before any leaving reports can be released.

All leaving notification must be submitted in writing to the Admissions Office. You may notify the Admissions Office via email or letter and are required to complete the Withdrawal Form:

- Email Notification: admissions@oryxschool.qa (ATT: Admissions);
- Written Notification: letter addressed to the Admissions Office.

## Leaving documents

If a Leaving Certificate, student reference or transfer within Qatar is required for the student leaving the school, please request this from the Admissions office and allow for five working days to prepare the documents. If you are leaving to a school/country that requires the Leaving Certificate in a specific format, please provide a sample of the required format to the Admissions Office along with your leaving notification. Prior to collection of the leaving documents, please ensure that the following steps have been completed:

- Withdrawal Form signed and returned;
- All tuition fees, other outstanding fees and charges are paid;
- All library books are returned.

Please ensure that all data on the Leaving Certificate is accurate and in the required format at the time of collection. If you have any further queries with regards to the Withdrawal Process, please contact admissions@oryxschool.qa. If you have any queries with regards to the Fee Schedule, please contact finance@oryxschool.qa.

# Withdraw Form

Name of student: \_\_\_\_\_ Name of Parent: \_\_\_\_\_

Year group and class: \_\_\_\_\_ Qatar ID (RP) Number: \_\_\_\_\_

Term withdrawing from:  Term 1 (September 2018)  Term 2 (January 2019)  Term 3 (April 2019)

Last day attending school: \_\_\_\_\_ Transfer Certificate Required: Yes  No

Teacher has been informed: \_\_\_\_\_ Report Required: Yes  No

New school name: \_\_\_\_\_

New school contact No.: \_\_\_\_\_ School Code (Qatar Schools only): \_\_\_\_\_

Party Responsible for payment of fees: \_\_\_\_\_

Future Contact Number and email: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## For office use only:

Withdrawal Form Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Financial Obligation of Paying Party: \_\_\_\_\_ Refund due to Paying Party: \_\_\_\_\_

Paying party will be released from terms of School Agreement on: \_\_\_\_\_

Finance - Received by: \_\_\_\_\_ Date: \_\_\_\_\_