



## Withdrawal Process

Just as we take care with our admissions process, we also have important procedures in place for students leaving our school. This is so that we can provide you with the best service.

We first require the return of text and library books, school equipment and the settlement of all fees. These clearances must be obtained before the leaving certificates, transcript, school letters of recommendation, current year school report, refund of book/security deposit and examination certificates, where appropriate, can be obtained from HIS.

HIS will not withdraw a student until the Admissions Office receives written confirmation directly from the parent via email or letter, including the date of a student's last day. If you are aware that you will be leaving, but do not yet know the official date, please contact the Admissions Officer immediately.

**The Main Office requires at least fifteen (15) days notice prior to the withdrawal of a student.** No fees will be reimbursed for mid-term withdrawals. Any requests for reimbursement must be made in writing to the Principal.