



## **AIS WITHDRAWAL FORM**

*(Please complete one form per child)*

Full name of Child: .....

Class/ Year Group. .... Location. ....  
.....

**Proposed date of last day at school.** .....

Reason for leaving .....  
.....

Name, Address (& Country) of next school. ....  
.....

*\*In the event that you are leaving the Netherlands, **please send us the proof** that the child is no longer a resident of the Netherlands. This proof is called a Bewijs van Uitschrijving and can be obtained from your local Gemeentehuis /City Hall a few days before you leave. **Alternatively**, we require a letter from your child's next school, on School Letterhead, indicating that the child is enrolled. **PLEASE SEND US THIS WITHDRAWAL FORM STRAIGHT AWAY** while awaiting **THE ABOVE PAPERWORK**.*

Name of Account Holder for refund of outstanding fees (if applicable):

.....

Bank account number: .....

*\*In cases of international transfer, please provide the full address of the account holder, the full address of the recipient bank along with the IBAN and SWIFT codes.*

Address to send any outstanding school reports or correspondence:

.....  
.....

Contact Telephone Numbers: .....

E-Mail Address. ....

SIGNED ..... DATE .....  
**(Mother/Legal Guardian)**

SIGNED ..... DATE .....  
**(Father/Legal Guardian)**

*By signing this document you are agreeing to move your child into a school outside of the Netherlands or you are agreeing to move your child to a school within the Netherlands within six weeks of leaving the AIS in order to comply with the Dutch law.*

## **WITHDRAWALS AND REFUND OF DEPOSIT**

Should you wish to withdraw your child/ren from the AIS then the following notice period and conditions of withdrawal must be adhered to in order to get a refund on any remaining tuition fees, deposit and costs (if applicable to you). Please refer to the table below showing the percentage and amount of refund, which is dependent on the actual month that the child leaves the AIS.

### **The notice periods are:**

- 30 days written notice via a completed withdrawal form if you're withdrawing your child anytime between August through to mid-April.
- 60 days written notice via a completed withdrawal form if you're withdrawing your child at the end of the school year. Eg; the withdrawal form must be handed in by mid-April latest.

### **The deposit will only be refunded when:**

- All school books have been returned, if not returned then book costs will be deducted from your Deposit.
- The notice period of 30 or 60 days has been given by completing and submitting a withdrawal Form.
- All tuition fees and costs have been paid in full.
- The child has officially left the AIS. The refund will take approximately 4 – 10 weeks to be credited into your bank account.

### **Additional Conditions for Return of Deposit**

Further, it is the responsibility of the parent/guardian to fill in the official withdrawal form as completely as possible, and to provide adequate and correct bank details. If these details are not provided, no refund will be forthcoming. Withdrawal forms are available in the School Office. Please note that it takes approximately 4 - 10 working weeks for a refund to be credited to your bank account (only if applicable to you), and only after your child has officially left the AIS.

Yours sincerely,

J. Da Silva.  
Director, Amstelland International School.