



HSC

Student Resignation Form

To the School Director

Parent/Guardian's Name _____		
I would like to submit a request to formally withdraw my child from HeadStart International School at the end of		
☐ Term1	☐ Term 2	☐ Term 3 Date of withdrawal: / /
Student name _____	Nickname _____	Class _____
Reasons for withdrawal		
☐ Move to another school in Phuket	☐ Move location	
☐ Other _____ _____		
Signed by Parent or Guardian _____		

This form must be signed off by the following people

Librarian Comment _____ _____ Date: / / Signed _____	Head Comment _____ _____ Date: / / Signed _____
Accountant Comment _____ _____ Date: / / Signed _____	School Director Comment _____ _____ Date: / / Signed _____
CEO Comment _____ _____ Date: / / Signed _____	Registrar Comment _____ _____ Date: / / Signed _____

Conditions for Student Resignation

- I understand that my child's place may be given to another student and I will not be able to change my mind later.

Conditions for Endowment Refund

- The Endowment Fee will be refunded on the permanent withdrawal of the student, after deduction of any outstanding amounts owed to the school, and providing that the child has been enrolled until the end of the academic school year. Written notice of intention to withdraw must be given to the school office at least 30 days in advance.
- **The Endowment Fee will not be refunded if the student is not enrolled until the end of the academic school year** and if written notice to withdraw is not given to the school office 30 days before the end of the academic year.
- **The Endowment refund will be transferred to a Thai bank account only.** Parents are required to provide bank details together with the resignation form.
- Overseas bank transfers are not applicable.

Conditions for School Fee Refund

- For a refund of Term 1 school fees, written notice of a student's withdrawal must be submitted to the Registrar 90 days before the first day of Term 1.
- For a refund of Term 2 school fees, written notice of a student's withdrawal must be submitted to the Registrar 45 days before the first day of Term 2.
- For a refund of Term 3 school fees, written notice of a student's withdrawal must be submitted to the Registrar 45 days before the first day of Term 3.

For the Registrar / Parents

Parents Signature
Date form was submitted ----- / ----- / -----
Received by
Note