



## WITHDRAWAL REQUEST FORM

I would like to inform you that I wish to withdraw the following child from Dubai International Academy

Student Name	Student I.D. No.	Year/Section	Last Day of School

1. Transfer to Schools :  International (Overseas)     Local (Schools within Dubai)

(a) If Local, name of the school your child is transferring to: \_\_\_\_\_

(b) If Overseas, would you require a Transfer Certificate?     Yes     No

Would you require the Transfer Certificate to be attested by the regulatory authorities (KHDA)?

Yes     No

**(Please note transfers to schools within Dubai will not require a Transfer Certificate to be issued from the school as per the rules of the KHDA)**

2. Reasons for leaving :

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3. Contact person and mobile no: \_\_\_\_\_

**Signature of Parent / Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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1. Kindly contact your Child's Class Teacher or the School Secretary regarding School Reports.
2. Transfer /Leaving Certificates (applicable only for Overseas transfers) will be processed only after the last day of school and will take a week to two weeks to be ready, where KHDA attestations have been requested
3. Transfer Certificate/Leaving Certificate, Report Cards or any other records will be issued only under the following conditions:
  - There remains no fee outstanding with the School.
  - There are no unpaid fines or unreturned books for the Library.
  - The admission of the student into school was approved by KHDA on submission of all the required documents at the time of admission.