

EXIT PROCEDURE

If you wish to withdraw your child from BISAK, the request must be made *in writing* to the Registrar:

- During term time email the Registrar registrar@bisak.org
- During school holiday/closure email withdrawal@bisak.org
- The minimum notification for leaving documentation is 10 working days.

You must include the following information:

- Your child/children's name, form class/year and relevant teacher
- Reason for withdrawal from BISAK
- Your child/children's final date at school

Please note:

- No refunds for school fees will be made if pupils are withdrawn part of the way through the term.
- If parents unfortunately find out that their child/children are unable to remain at school, a refund of fees paid for Autumn Term (formerly known as Term 1) will only be made on condition written notification or email is received at withdrawal@bisak.org or registrar@bisak.org before the 1st August 2019. Any refund requests for fees, including Arabic fees after this date will not be approved.
- For Spring and Summer Terms (formerly known as Term 2 & Term 3), written notification or email to the above, needs to be received by close of business on the last working day of the preceding Term.
- A Leaving Certificate and Ministry of Education approval document will not be provided unless **all** outstanding fees have been paid in full.