



Request for Withdrawal

Date: (Please complete the form in CAPITAL LETTERS)

I, (Mr/Mrs/Ms) (father/mother/guardian) of

Year would like to withdraw my child from the school effective term

I hereby fully understand that:

- 1) To be entitled to a refund of the Security Deposit, the following conditions must be met:
 - a) A completed withdrawal form must be submitted to the Admissions Office by hand or email (admissions@bkkprep.ac.th). This will then be regarded as the Notification Date, which must be 45 days (or more if announced by the school) before the last day of the student's enrolled Term *and* 45 days before the last day of the student's class attendance, which will be regarded as the Leaving Date;
 - b) No outstanding tuition or any other fee balance is owed to the school;
 - c) No damage to any textbooks or other school property caused by the student is recorded;
 - d) All textbooks, library books, tablets, musical instruments, etc. are returned at least one week before the student's Leaving Date;
 - e) Parking stickers, access cards and parent/guardian ID lanyards must be returned to the Admissions Office on the Leaving Date.
- 2) Important Notices:
 - a) All non-Thai nationality students and their parents who are in Thailand under the non-immigrant Education visa or guardian visa, and applied via a submission of Bangkok Prep's certified documents, must arrange to have their non-Ed visa cancelled at the immigration bureau prior to enrolling at another local school/university or departing Thailand. Failure to do so will pose future complications on visa applications and result in a fine levied by the Thai Immigration Authority;
 - b) The Security Deposit refund can be transferred to the parent's bank account approximately two weeks after the last day of school. For a cash refund, please contact the school cashier for more details.

Exit Survey

- 1) How long has the student been at Bangkok Prep?
- 2) Please rate the school with regard to your child's education
 Excellent Good Fair Unsatisfactory
- 3) Reason(s) for withdrawal:
- 4) At which school is your child going to be?
- 5) Four adjectives that come to your mind when you think about Bangkok Prep.
 5.1 5.2
 5.3 5.4
- 6) Suggestion/Improvement:
- 7) I permit the school to disclose my name and some of the answers for the purpose of the school advertisement.

Yes / No

Signature:.....