Westlink
INTERNATIONAL SCHOOL HANOI

LETTER OF WITHDRAWAL

Student's Name: _____ **Class:** _____

Student's Code: _____ **Program:** _____

DETAIL OF WITHDRAWAL

Student will withdraw from the School   **Effective Date:**

Reason

☐ Moving to another school   ☐ Moving house to another area   ☐ Changing study pathway

☐ Graduation   ☐ Going back to home country   ☐ Dissatisfied with WIS

Other reasons:

INFORMATION FOR REFUND   *Refund can be made in VND only*

☐ **Net off to the sibling's invoice (if any)**

Name of Sibling: _____   **Class:** _____

☐ **Cheque**   **If request to refund by cheque or bank transfer, please fill in the**
☐ **Bank transfer**   **information below**

Name of Recipient:

Relationship to Student:

ID / Passport No:	**Name of Bank:**
Date of issue:	**Bank Account Number:**
Place of issue:	**Bank Address:**

Parents/ Guardian's Signature   **Company's Legal Representative signature & Stamp**
(in case related fees were paid by Company under Agreement in Enrolment Terms & Conditions)

Name: **Date:**   **Name:**   **Date:**

FOR SCHOOL OFFICIAL USE ONLY

Information for refund is checked and verified   ☐ Yes   ☐ No

Reasons for non-verified: _____

	Checked by Administrator	Checked by School Cashier	Verified by Operations Manager	Approved by Principal
Name:				
Date:				