



OFFICIAL WITHDRAWAL REQUEST FORM

An Official Withdrawal Request Form must be completed for students to withdraw. This process can take longer if the student has outstanding fees or unreturned school equipment.

Upon submitting this request, the student must return all textbooks, library books, uniforms and equipment. Failure to return the aforementioned school properties, these will automatically be billed in the student's account.

Reminders:

- AUTHORIZED GUARDIAN/S must secure an Authorization Letter signed by the parent.
- Only PARENTS/AUTHORIZED GUARDIAN are allowed to withdraw the student.
- The PARENTS/AUTHORIZED GUARDIAN must provide the updated home address.
- The PARENTS/AUTHORIZED GUARDIAN must provide the information to Noblesse about the school where the student will be transferred.

Requested Date of Withdrawal: _____

Student's Complete Name: _____

Student's Date of Birth: _____ Level: _____

Reason for Withdrawal:

- We will be moving to another location in the Philippines.
- We will be moving to a new international school.
- We will be moving out of the country / We will return to our home country
- We will be homeschooling our child.
- Our child will be attending at a private / public school.
- Other: _____

Name of School			
Address of New School			
Student's Updated Address			
Home Phone No.:		Cell No.:	
Work No.:		Email Address:	

Signature over Printed Name

Date

AS THE STUDENT CLEARANCE FORM IS SUBMITTED, THIS IS TO BE FILLED OUT BY NOBLESSE ADMIN:

Date Received: _____

Received by: _____

*Note : This Form must be accompanied by the **Student Clearance Form***