



## ENROLLMENT CANCELLATION FORM

Student Name: \_\_\_\_\_ Year Level: \_\_\_\_\_

Parent / Guardian Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date of Cancellation (Last day at school): \_\_\_\_\_

Reason(s) for Cancelling:

Work Transfer       School Transfer       Others (please specify): \_\_\_\_\_

*Please give brief details regarding your reason for cancelling.*

Please cite one thing that your child will especially miss about Panyathip International School (PIS)

As a parent, please cite one thing that you will personally miss regarding the school

Do you expect the new school to be academically     equal     better     worse than PIS for your child(ren)?

Name and Location of new school: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_ (dd/mm/yy)

Parent / Guardian Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_ (dd/mm/yy)

### FOR OFFICE USE ONLY

#### Step 1 Administration Department

Admission Officer	Head of Administration	School Deputy Director
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#### Step 2 Academic Department

Homeroom Teacher	Library	Head of Department	School Principal
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#### Step 3 Finance Department

Assessment for outstanding/refund	Accountant (Bookkeeper)	Head of Finance
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School Fees: \_\_\_\_\_       Food: \_\_\_\_\_  
 Books: \_\_\_\_\_       Others: \_\_\_\_\_  
 Bus Service: \_\_\_\_\_      TOTAL \_\_\_\_\_

#### Step 4 Receiving of Money (Within 10 working days)

Amount Received	Parent / Guardian Signature	Cashier
	Date	Date

: SP 19 March 2018