



## Leaving Form

**Please read carefully, complete, sign and return by post or email to:**

The British School in Tokyo, Admissions Office, 1-21-18 Shibuya, Shibuya- Ku, Tokyo, 150-0002 Japan  
[admissions@bst.ac.jp](mailto:admissions@bst.ac.jp)

Parents of all pupils leaving The British School in Tokyo must complete both pages of this *Leaving Form* as confirmation of their intent to withdraw their child or children from the school.

The Admissions Officer must receive this form **one complete term** in advance of the planned withdrawal date. In cases where this does not occur, a family will forfeit the complete term's fees in lieu of such notice. Once this *Leaving Form* is submitted, the student's place is released from the date notified on the form.

**Family name:** \_\_\_\_\_

First child's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ (dd/mm/yy)

Nationality: \_\_\_\_\_ Current class: \_\_\_\_\_

Transferring to (please provide next school name and address if known) \_\_\_\_\_

Second child's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ (dd/mm/yy)

Nationality: \_\_\_\_\_ Current class: \_\_\_\_\_

Transferring to (please provide next school name and address if known) \_\_\_\_\_

Third child's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ (dd/mm/yy)

Nationality: \_\_\_\_\_ Current class: \_\_\_\_\_

Transferring to (please provide next school name and address if known) \_\_\_\_\_

Fourth child's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ (dd/mm/yy)

Nationality: \_\_\_\_\_ Current class: \_\_\_\_\_

Transferring to (please provide next school name and address if known) \_\_\_\_\_

**Date of last day at The British School in Japan:** \_\_\_\_\_ (dd/mm/yy)



**Current address in Japan**

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**Contact Information/Forwarding Address (if known)**

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**Tel/Email:**

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**HR contact (name & email) at current employer**

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**Reason for Leaving:**

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**Signed:**

**Date:**

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**Print name:**

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