



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

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

Contact Information/Forwarding Address *(if known)*

Tel/Email:

HR contact (name & email) at current employer

Reason for Leaving If you are transferring to another school in Tokyo, please indicate if you would like a meeting with the Head of School to discuss your reasons *(it is not compulsory to complete this section, but it would be very helpful to the school if you could do so)*

Signed:

Date:

Print name:
