



Note: Please turn in this form at least 3 weeks before your student's last school day to ensure that you are able to pick up the complete school record on the last day at the registrar office.

Date of Request:	Expected last day:	Semester / Academic Year:
Reason for leaving: <input type="checkbox"/> Sickness <input type="checkbox"/> Financial <input type="checkbox"/> Trouble adapting <input type="checkbox"/> Relocation <input type="checkbox"/> Other.....		
Attending/Transferring to the following school.....		

STUDENT INFORMATION

Full Name:	Student ID:	Grade:
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PARENTS / GUARDIAN INFORMATION

Full Name:	Phone:	
Address:		
Email:	Facebook:	Line/Wechat:

Principal		Notes
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Section 1: Return item check

- Middle & High School students - ask teachers and staff to complete the following and sign where indicated.
 - Elementary School Students - Homeroom Teacher will assist in completing this section.
- ⇒ After completing this section, please submit the form to the Executive Assistant at the Registrar Office.

School supply officer <small>Locker(s) (only for MS/HS)</small>		Librarian <small>Book(s)</small>	
IT Dept. <small>IT equipment (only for MS/HS)</small>		Head of PE Dept. <small>Sport equipments</small>	
Music Teacher <small>Music Instruments</small>		Yearbook to be received?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 2: For Executive assistant

Finance Department <small>Debt check</small>		Superintendent	
School Director		Registrar: <small>Documents</small>	

<p>Continuing Enrollment Options:</p> <p>Every CMIS student has placed a Continuing Enrollment Deposit on file with the Finance Office to confirm their continued enrollment at CMIS. When your child withdraws, you have the following options:</p> <ul style="list-style-type: none"> ● Receive a refund: Families who do not expect to return to CMIS in the future may receive their refunded Continuing Enrollment Deposit once all financial and academic records have been cleared. <i>Applying to CMIS in the future, will be considered a NEW STUDENT for tuition and fee purposes.</i> ● Maintain eligibility to return: As long as the Continuing Enrollment Deposit is on file with the CMIS Finance Office, the student is eligible to return, within 3 academic years, to the same funding category in which they were classified upon withdrawal. Returning students will be given priority acceptance to return to CMIS, contingent upon their academic eligibility and space availability.
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I understand my options regarding the Continuing Enrollment Deposit, and I choose to: (the parent would check the box)

<input type="checkbox"/> Request a refund	<input type="checkbox"/> Leave the deposit on file with the Finance Office
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Parent Signature		Date	
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