



WITHDRAWAL NOTIFICATION FORM

Please submit this form to the ADMISSIONS OFFICE or email to admissions@ismanila.org

Date: _____

My child will be withdrawing from IS Manila permanently. I note that:

- School Fees are non-transferable and will not be pro-rated for partial attendance during a Quarter.
- Matriculation, Facilities Enhancement (FEF), Application and any other non-tuition fees are non-refundable.
- It is my responsibility to empty any remaining amount in my child's BearCard. I consent that any amount left after withdrawal will be donated to ISM's Filipino Scholars Program.
- My child's ISM issued Google Accounts and Learning Platforms will be disabled 90 days (3 months) after my child's last day of attendance. Assistance may be sought via my child's divisional IT Coordinator or via this link. (<https://connect.ismanila.org/transitioning-from-ism>)
- My/our ISM issued Google Accounts and Learning Platforms will be disabled 15 days after my child's last day of attendance.

Student's Name: _____

Current Grade Level: _____

Withdrawal Date (last day of school): _____ / _____ / _____
Month Day Year

- Please issue Unofficial transcripts on the last day of attendance.
- Please issue Official transcripts and records directly to the requesting school.
- Please sign up my child to the Alumni Portal to stay connected with the School and updated with news, events, reunions.
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- Child's email address _____ Parent's email address _____

In order to comply with a new government law on data privacy, we are now obliged to ask for parents' permission to collect, process and store all personal data. When you tick the box below, you are giving formal consent for this to happen.

- Yes – I give my consent to ISM to store my personal information and sensitive personal information for the purpose(s) described in the ISM Data Privacy Policy found in www.ismanila.org > Student Services >Technology at ISM.
- No – I do not give my consent to ISM to store my personal information and sensitive personal information for the purpose(s) described in this ISM Data Privacy Policy found in www.ismanila.org > Student Services >Technology at ISM. I understand that this means I cannot contact the school in the future to request for records, as none of my information will be stored.

Parent Name & Signature: _____

FORWARDING ADDRESS of school

FORWARDING ADDRESS Parent

For students enrolled prior to SY12-13 please contact the **Cashier's Office** regarding your Facilities Upgrade Deposit (FUD).

A minimum notification of fifteen (15) school days is required for the release of school records.

NOTE: One copy of the student's transcript will be provided. Additional copies cost Php 100/copy. If requested, standard mailing and/or courier service charges will also apply. Charges are payable to the Cashier's Office prior to the release of records.