KOREA INTERNATIONAL SCHOOL

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Refund Request

(for Withdrawing Student)

Revised to August, 2013

Information of Withdrawal Student

◆ **Name & Current Grade** _____ / _____ / _____
Full Name required *Grade* *ID Number*

◆ **Date of Withdrawal** _____ / _____ / _____
Date *Month* *Year*

◆ **Parents' Contact Information**

Home : _____ ***C.P :*** _____

Refund items : Please check follow items (should be refund) listed below.

Amount of Money (Confirmed by the accountant)

□ **Tuition** _____

□ **Book Deposit** _____

□ **Bus Fee** _____

□ **Other Fee** _____

□ **Withdrawal Reason: (Why are you leaving KIS, Which school are you going to?)**

Why: _____

the Name of School (District) : _____

Account Information

◆ **Refund Money : ( ) KRW Account / ( ) KRW & USD Account**

	KRW Account	**USD Account**
Bank Name		
Name of Account Holder		
Account Number		

◆ **Parent/Guardian Name & Signature**

Name : _____ ***Sign:*** _____

◆ **Date of Application**

_____ / _____ / _____
Date *Month* *Year*

*** I understand and agree that, immediately effective, upon signing and submission of this form, my child's seat will be offered to a new student on waiting list.**
*** Refund will be issued in five working days after confirmation of above details.**

Office Use Only	Business Administrator	Business Director
Refund reason :		