



Alnoor International Schools

Withdrawal & Transcript Request Form (REG003)

IMPORTANT NOTES

1. The student must complete **6 academic terms studies** in AIS and **one term notice after completion of 6th academic terms** must be given to Front Desk by an official email at front.desk@ais-kl.edu.my with regards to the withdrawal and make sure there is no outstanding of school fee (T&C applies).
2. If you were having our school visa, you must first apply for **Visa Cancellation** before applying for withdrawal. Failure to follow this procedure will jeopardize the status of any deposit refund.
3. Original receipt is **mandatory** to submit together with your Refund Form. Your transaction may take up to eight weeks (2 months) to be processed from the date the student leaves school.

Please fill in the details below for withdrawal of student from the school

Name of Student: _____ Level: _____

Student's Passport No: _____ Nationality: _____

Enrolment Date: _____ Last day in school: _____

Parent's Full Name: _____

Contact Number: _____ Email: _____

Reason for withdrawal: _____

Kindly tick on the required documents needed below:

Transcript certificate endorsed by the Ministry of Education (Required levels: _____)	
Release Letter from the school	
IGCSE Certificate from school	
Deposit with school (It is mandatory to submit the original receipt)	

Name of Parent/ Guardian: _____

NIRC/ Passport No: _____

Parent/Guardian Signature: _____ Date: _____



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OFFICE USE ONLY

Front Desk : Acknowledge by _____ Date : _____

Marketing : Contacted Parent : _____ Date : _____

Remark: _____

Acknowledge by _____ Date : _____

Head of Academic : Transcript Release Letter/Letter of Completion Study

Remark: _____

Acknowledge by _____ Date : _____

**** Note: HOA to inform the class teacher**

International Office : Remark: _____

Acknowledge by _____ Date : _____

Finance : Outstanding Checked No Yes, RM _____

Tuition Deposit Checked No Yes, RM _____

Visa Deposit Checked No Yes, RM _____

Refund Form (Send Date: _____) Completion Date : _____

Remark: (YES/NO) _____

Acknowledge by _____ Date : _____

Registrar : Remark: _____

Acknowledge by _____ Date : _____

Front Desk (Documents & Transcripts):

Transcript Yes No _____

Release Letter Yes No _____

Amount to charge to student: _____

Receipt No: _____

Acknowledge Form Yes No _____

Approved by :

The Principal : Approved Rejected (Reason: _____)

Signature: _____

Note: Finance will not proceed for the refund if this form is incomplete and without approval