**退学届**

**Leaving School Notice**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 届出日  Date of notice |  | | 学年/組  Grade/Class |  |
| 生徒氏名  Name of student | 日本語  Japanese | 姓：　　　　　　　　 名： | | |
| 英語  English | Family name First name | | |
| 保護者氏名  Name of parent/guardian | 日本語  Japanese | 姓：　　　　　　　　 名： | | |
| 英語  English | Family name First name | | |
| 退校後の連絡先  Contact information  after leaving | 住所  Address |  | | |
| 電話番号  Phone No. |  | | |
| イーメール  E-mail |  | | |
| 退学理由  Reason for leaving |  | | | |
| 最終登校日  Last attendance day |  | | | |
| その他  Others |  | | | |

退学条件 Conditions for leaving school

* 退学届は、退学日1週間以上前に提出下さい。

Please submit this form at least one week before quitting school.

* 学期途中で退学する場合は、授業料の返金はできません。

No refund will be made in the middle of the term.

* 全学期を残し退学する場合は、その学期分の授業料を返金します。なお、学期の初日に届出を出し退学する場合は、手数料30ドルがかかります。（幼稚園ちゅうりっぷクラスはGSTが課されます。）

When a full term remains, its tuition fee will be refunded. However, if the form is submitted on the first day of the term and your child finishes school on that day, $30 will be deducted from the term refund. (Tulip class at kindergarten attracts GST.)

以上を理解し退学届を提出します。

I understand the conditions above and hereby notify the school that the student named above is leaving the school.

保護者署名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of parent/guardian

保護者氏名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_　　日付：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of parent/guardian Date

返金先口座

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BSB |  | Account number |  | Account holder’s name |  |