

Withdrawal Form

To be submitted 4 weeks prior to the date of withdrawal to our school office or email to accounting@iskoje.org

1) Student Information

	Student Name	Year	Class Name
1			
2			
3			
4			

Expected Last day of School (DD/MM/YY)

2) Transfer Details (If applicable)

Forwarding Address	Next School Attendance
Address:	Name of School:
	City:
City:	Country:
Country:	
Telephone:	Telephone:

3) Survey

Reason for withdrawal from ISK

① Leaving Korea
 ② Transfer to another school in Korea
 ③ Other reasons (Specify below)

If you answered ② or ③ please provide more details.
 All feedback is valuable and will be used to improve our school.

I would like to receive ISK Yearbook this academic year

① Yes
 ② No

If you answered ① Yes, ISK will contact you in June to confirm your current address.

4) Bank Details (Only if applicable. Refunds will initially be made to the Korean Bank account)

Beneficiary's Name	
Beneficiary's Account Number	
Bank Name	
Bank Address (applicable for overseas bank, Full address-including country)	
BIC code or SWIFT code (applicable for overseas bank)	
IBAN (applicable for overseas bank)	
Bank Code (that your bank provides) (applicable if overseas)	Routing
	Transit
	SORT
	BSB
	ABA
	BIC

*Note: Overseas transfer will take more than 3 business days. Bank charges will be charged to the receiver.

*Note: Refunds will be paid after all school assets are returned such as library books, borrowed laptops etc.

Date: _____ Name: _____ Signature: _____