

WITHDRAWAL FORM

For internal use only

Form received on:

DAY / MONTH / YEAR

SIGNATURE

The Early Childhood (EC) Contract or School Contract can be terminated by the parent(s)/legal guardian(s) by completing this Withdrawal Form and emailing it to admissions@mis-munich.de. **The date the Withdrawal Form is received by MIS determines the timeline of the termination.**

In case of withdrawal from MIS the School Fees apply as stated in the School Contract and the current version of the MIS Early Childhood & School Prospectus. The School Prospectus is available on our MIS website at: www.mis-munich.de/agb and is also available from the Admissions Office upon request. School Fees are due based on the date the contract with MIS terminates.

This is to confirm that I/we am/are withdrawing my/our child/children from MIS.

STUDENT(s) NAME(s)	GRADE(s)	LAST DAY OF ATTENDANCE	Office use only - Debitor nr.
		DAY / MONTH / YEAR	

Please give reason for withdrawal:

Short notice professional relocation
Boarding school

Move to local private school
Leaving the Country

Move to local public school

Future School: _____ Location: _____

Move within Germany School hours clash with other activities
Dissatisfied with academics organisation staff/teachers
Other: please indicate reason or add comments _____

I/we give permission for MIS to forward school records to the new school.	Yes	No
I/we give permission for MIS to complete child protection/safeguarding forms submitted by a child's new school.	Yes	No
I/we give permission for MIS to contact us after our departure about MIS Alumni-related topics.	Yes	No
I/we give permission for MIS to store our contact information after my child's withdrawal date.	Yes	No
I/we give permission for MIS to retain photographs and videos of my child in line with the retention schedule above.	Yes	No
I/we give permission for MIS to use photographs of my child for use in external printed publications in the future.	Yes	No
I/we give permission for MIS to use photographs of my child for external printed/televised media in the future.	Yes	No
I/we give permission for MIS to use photographs of my child in the school printed media in the future.	Yes	No
I/we give permission for MIS to use photographs/videos of my child on the school website in the future.	Yes	No
I/we give permission for MIS to use photographs/videos of my child on our school social media platforms in the future.	Yes	No

In order for us to contact you after your departure (for e.g., exit survey, alumni), please provide an email and mailing address.

Email address: _____

Street: _____

Post code: _____ City: _____ State: _____ Country: _____

All school items must be returned, and all accounts paid before school records can be released.

Please return the **ID Card(s) to Security** and do not forget to email our caterer, Genuss & Harmonie (cafeteria_mis@die-frischemacher.de), to terminate your lunch programme registration.

Signature of Parent 1/Legal Guardian 1

Signature of Parent 2/Legal Guardian 2

Name of Parent 1/Legal Guardian 1

Name of Parent 2/Legal Guardian 2

Place/Date

Place/Date