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## WITHDRAWAL PROCEDURES 2009-2010

Parents are requested to notify the school in writing in advance of their impending departure from Ulaanbaatar and/or from ISU. Note: at least two weeks' notice is required.

Complete a written **Letter of Withdrawal** (see attached form) to be submitted to Reception. Once the **Letter of Withdrawal** is submitted, you are responsible for:

a. **PRIMARY STUDENTS:**

i. Complete the Withdrawal Procedures for Primary (see attached):

- **PARENTS** - Please see each of the people listed on the Withdrawal Procedures for Primary Students form to ensure that accounts have been settled and that students have returned all ISU property and materials (library books or other school property).

b. **SECONDARY STUDENTS:**

i. Complete the Withdrawal Procedures For Secondary Students (see attached):

- **PARENTS** - Please see each of the people listed on the Withdrawal Procedures for Secondary Students (see attached) form to ensure that accounts have been settled and that students must ensure that all ISU property and materials (library books, calculators, locker keys etc) have been returned, and ISU accounts have been settled
- **STUDENTS** - Complete the Withdrawal Checklist for Secondary Students – Students must obtain the signature of each of their subject teachers to ensure that all subject material (textbooks, calculators etc) have been returned and that class work has been completed.

Please note:

- Refunds will be given after all procedures are completed and the appropriate forms have been submitted. See the separate "Admission Policy" document, page 2 for the procedures for Refunds.
- Please ensure that you leave a forwarding address and contact details so that we can either transfer money to your account or follow up on any outstanding matters.

Mr. Gregory Rayl  
DIRECTOR



# International School of Ulaanbaatar

## LETTER of WITHDRAWAL

DATE: \_\_\_\_\_  
*Day/Month/Year*

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_  
*(First name) (Last name)*

STUDENT NUMBER: \_\_\_\_\_  
*(For Office Use only)*

DATE OF WITHDRAWAL: \_\_\_\_\_  
*Day/Month/Year*

REASON FOR DEPARTURE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CONTACT INFORMATION:

Street Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

Email #1: \_\_\_\_\_ Email #2: \_\_\_\_\_

Once the withdrawal forms are submitted to the Head of Secondary/Head of Primary, there is a 3-4 working day period to calculate refunds and process the paperwork.

Please provide Bank Account details for the forwarding of any monies to be refunded:

Bank Institution: \_\_\_\_\_ Bank Number: \_\_\_\_\_

Beneficiary's full name: (Account holder's full name) \_\_\_\_\_

Account Number: \_\_\_\_\_ Transit Number: \_\_\_\_\_

Bank Address: \_\_\_\_\_ SWIFT Code: \_\_\_\_\_  
\_\_\_\_\_

If you prefer a cash refund, please understand that there will be a 4 day working day period between the submission of the Withdrawal Procedures Form and the availability of funds.

Mr. Gregory Rayl  
DIRECTOR



# International School of Ulaanbaatar

## Withdrawal Procedures for Secondary Students

DATE: \_\_\_\_\_  
*Day/Month/Year*

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_  
*(For Office Use only)*

DATE OF WITHDRAWAL: \_\_\_\_\_  
*Day/Month/Year*

CONTACT INFORMATION:

Street Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

Email #1: \_\_\_\_\_ Email #2: \_\_\_\_\_

### Please complete the following checkout procedures:

#### Library:

All borrowed materials returned

Book order filled (e.g., Fun Facts)

Fee to be deducted from library deposit for damaged or lost books Tg/\$ \_\_\_\_\_

Appropriate refunds made, if any Tg/\$ \_\_\_\_\_

Librarian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### College Counselor:

Official ISU transcripts issued (5 Copies)

Additional copies requested \_\_\_\_\_

Official ISU Statement of Enrolment issued (2 Copies)

Additional copies requested \_\_\_\_\_

Payment received by Accounts Manager

College Counsellor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Canteen:**

Paid all money for cafeteria service  
(Date received: \_\_\_\_\_)

Account in order

Cashiers

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Accounts Manager:**

Fees and other charges have been paid:     \_\_\_ Registration   \_\_\_ Capital     \_\_\_ Bus     \_\_\_ Piano

Tuition fees paid:     \_\_\_ Annual     \_\_\_ Semester     \_\_\_ Prorated (Amt \$ \_\_\_\_\_)

Refunds:     \_\_\_ Library Refund (Amt \$ \_\_\_\_\_)

                                 \_\_\_ Other Refunds (Amt \$ \_\_\_\_\_)

                                 Justification of other refunds \_\_\_\_\_

Yearbook to be sent to forwarding address (cost deducted from refund).

**\*Please note that no refunds will be paid until all ISU property is returned and the procedures completed.**

Account Manager's

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Administration:**

Current Academic Year: \_\_\_\_\_

Letter of Withdrawal  
(Date received: \_\_\_\_\_)

Appropriate refunds made

Letter of certified enrolment, signed by Director

Copy of records given

Locker key(s) returned

Receptionist's

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Head of Secondary's

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent:**

Copy of student's file received  
(Date received: \_\_\_\_\_)

Account in order

Parent's

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**After receiving all signatures this form is left in the student's permanent school file.**



# International School of Ulaanbaatar

## Withdrawal Checklist for Secondary Students

<p>Homeroom teacher: _____</p> <p>___ Locker key return</p> <p>___ All books and other materials returned</p> <p>___ All assignments completed</p> <p>Teacher's Signature: _____ Date: _____</p>	<p>Subject: _____</p> <p>Teacher: _____</p> <p>___ All books and other materials returned</p> <p>___ All assignments completed</p> <p>Teacher's Signature: _____ Date: _____</p>
<p>Subject: _____</p> <p>Teacher: _____</p> <p>___ All books and other materials returned</p> <p>___ All assignments completed</p> <p>Teacher's Signature: _____ Date: _____</p>	<p>Subject: _____</p> <p>Teacher: _____</p> <p>___ All books and other materials returned</p> <p>___ All assignments completed</p> <p>Teacher's Signature: _____ Date: _____</p>
<p>Subject: _____</p> <p>Teacher: _____</p> <p>___ All books and other materials returned</p> <p>___ All assignments completed</p> <p>Teacher's Signature: _____ Date: _____</p>	<p>Subject: _____</p> <p>Teacher: _____</p> <p>___ All books and other materials returned</p> <p>___ All assignments completed</p> <p>Teacher's Signature: _____ Date: _____</p>
<p>Subject: _____</p> <p>Teacher: _____</p> <p>___ All books and other materials returned</p> <p>___ All assignments completed</p> <p>Teacher's Signature: _____ Date: _____</p>	<p>Subject: _____</p> <p>Teacher: _____</p> <p>___ All books and other materials returned</p> <p>___ All assignments completed</p> <p>Teacher's Signature: _____ Date: _____</p>
<p>Subject: _____</p> <p>Teacher: _____</p> <p>___ All books and other materials returned</p> <p>___ All assignments completed</p> <p>Teacher's Signature: _____ Date: _____</p>	<p>Subject: _____</p> <p>Teacher: _____</p> <p>___ All books and other materials returned</p> <p>___ All assignments completed</p> <p>Teacher's Signature: _____ Date: _____</p>