

# Notice of Withdrawal

## 退学願

UIA International School of Tokyo  
135-0042 Tokyo-to, Koto-ku, Kiba 3-14-4  
Tel. 03-5646-5280

Dear Principal,

We would like to notify you of our intention to withdraw our child from UIA International School of Tokyo. Please provide us with a signed Leaving Certificate for our child.

学校長殿

下記の者、退学したいのでここに届出いたしますので、退学証明書の発行をお願いいたします。

### Student Details (生徒情報)

First Name		Family Name	
Child (生徒)			
Father (父)			
Mother (母)			
Date of Birth (生年月日)			DD/MM/YYYY
Grade & Class (学年、クラス)			
Separation Date (退学日)			DD/MM/YYYY
Reason for Withdrawal (退学理由)			
Transfer to: (どちらへ転校されますか)		Why? please feel free to tick as many options as applicable (理由。複数選択可)	
<input type="checkbox"/> International school (他のインターナショナルスクール) <input type="checkbox"/> Japanese school (日本の学校) <input type="checkbox"/> Other (please specify) その他 (記入をお願いします)  _____ _____ _____		<input type="checkbox"/> Expensive fees (学費が高価) <input type="checkbox"/> Better opportunities for higher education (進学のためより良い教育を求める) <input type="checkbox"/> Relocation within Japan (日本国内転居) <input type="checkbox"/> Relocation outside of Japan (国外転居) <input type="checkbox"/> Bus Service Issue (バスサービスの問題) <input type="checkbox"/> Teachers' quality (教師の質)	
		<input type="checkbox"/> Health issue (健康上の理由) <input type="checkbox"/> Change to other education system (健康上の理由) <input type="checkbox"/> School timing are not convenient (時間が合わないため) <input type="checkbox"/> Other (please specify) その他 (記入をお願いします)  _____ _____ _____	

I hereby agree to pay any dues that are pending towards the school:

ここに学校に対し未払費用の支払いを約束いたします。

*Signature* (ご署名) \_\_\_\_\_

*Name of Parent/Guardian* (保護者氏名) \_\_\_\_\_

*Date of Notification* (告知日) \_\_\_\_\_

*Address to send Transfer Certificate* \_\_\_\_\_

(証明書の送付先住所)

*Please send a self-addressed envelope with an appropriate stamp affixed.*

証明書送付先の住所を記入し、切手を貼付した返信用封筒を同封ください。

***for School use only***

First contact: