



UIA INTERNATIONAL SCHOOL OF TOKYO

3-14-4, Kiba, Koto-Ku, Tokyo 1350042 / 03-5646-5280

Notice of Withdrawal 退学届

Dear Principal,

We would like to notify you of our intention to withdraw our child from UIA International School of Tokyo.

学校長殿

下記の者、退学いたしますのでここに届出いたします。

Student Details(生徒情報)			
Student ID	First Name(名前)	Middle Name	Last Name(名字)
Date of Birth(生年月日) (DD/MM/YYYY)			
Grade		Class	
Separation Date(退学日) (DD/MM/YYYY)			
Destination school(転校先)			
Guardians Name(保護者氏名)	First Name(名前)	Middle Name	Last Name(名字)
Guardian One(保護者1)			
Guardian Two(保護者2)			
Home Address(住所)	Postal Code 〒		

Reason for Withdrawal(退学理由)	
Please mark the most applicable item with '◎' and other applicable reasons with '✓'. Multiple selections are allowed. 最も当てはまる項目に「◎」、その他当てはまる理由に「✓」をしてください。複数選択可能。	
a	Relocation overseas(他の国に転居)
b	Relocation within Japan(国内で転居)
c	Transfer to a Japanese school(日本の学校に転校)
d	Transfer to an International school(他のインターナショナルスクールへ転校)
e	Fee Structure(学費)
f	Seeking Higher Educational(より質の高い教育を求めるため)
g	Educational System(教育システム)
h	School Calendar/Schedule(学校のカレンダー/スケジュール)
i	Bus Service(バスサービス)
j	Facilities and Resources(設備と資源)
k	Health Issue(健康上の問題)
l	Personal reasons(個人的な理由)
Other Comment:	

Withdrawal Checklist



Notice of Withdrawal

Complete and submit the Notice of Withdrawal form online.



Student ID

Please return the student ID to the Homeroom teacher.



No Pending Balance

Please make sure that you have no pending balance in accounting.



Library Book

All library books need to be returned.



Lockers

Make sure to clean up for the next student who will use it.



Bus Service

Admissions will inform the bus department to remove your slot.

I agree that the official withdrawal date will be 14 days after submitting this form. I confirm that I have reviewed and agree with the Withdrawal Checklist.

I certify that the information provided is accurate and formally request the withdrawal of my child from UIA International School of Tokyo.

I understand that the Leaving Certificate will not be issued until all pending payments are settled, and that submitting this form will initiate the withdrawal process, forfeiting my child's seat.

*Please kindly provide a self-addressed envelope with an appropriate stamp affixed beforehand, if you would like to receive the leaving certificate by mail.

Date of Notification(DD/MM/YYYY) (告知日)	
Name of Parent/Guardian(保護者氏名)	
Signature(署名)	