



Date:

Attention to:

The Administration Manager
German European School Manila – European International School
75 Swaziland Street Better Living Subdivision
Parañaque City, Metro Manila

Dear Sir,

We regret to inform you that my child/children, _____, will be leaving the school on _____.

In line with this, we would like to settle all remittances that my child/children may have incurred during his/their stay in the school.

I understand that the refundable deposit that I have paid during my child/children's enrollment will be remitted to me upon settlement of any due payments to the school.

I also understand that the release of the refundable deposit should be in accordance with the current school fee policy.

Moreover, I comply with the school regulation that I secure a school clearance on behalf of my child/children. I understand that only when the school clearance* is signed by the different school departments and submitted to the GESM Secretariat will my child be formally withdrawn from the school and his school records given to me.

I hereby release and forever discharge the German European School Manila (GESM) and its representatives from any liability, claim or agreement relative to the stay at and withdrawal of my child/children from the school."

Sincerely yours,

Name of Parent:

Signature:

*****Kindly request for a copy of the school clearance form from the GESM Secretariat

