

Withdraw Procedure

2024-2025 Academic Year

If you are leaving Oryx International School, please follow the instructions below to ensure that you have all the required information with regards to our leaving procedures.

Notification period

For all students leaving Oryx International School, as part of our school policy and signed in the School Fee Regulation Schedule, one term's notice in writing is required for withdrawal of a student during the academic year before any leaving reports can be released. All leaving notification must be submitted in writing to the Admissions Office. You may notify the Admissions Office via email or letter and are required to complete the Withdrawal Form:

- Email Notification: admissions@oryxschool.qa (ATT: Admissions);
- Written Notification: letter addressed to the Admissions Office.

Leaving documents

If a Leaving Certificate, student reference or transfer within Qatar is required for the student leaving the school, please request this from the Admissions office and allow for five working days to prepare the documents. If you are leaving to a school/country that requires the Leaving Certificate in a specific format, please provide a sample of the required format to the Admissions Office along with your leaving notification. Prior to collection of the leaving documents, please ensure that the following steps have been completed:

- Withdrawal Form signed and returned.
- All tuition fees, other outstanding fees and charges are paid;
- All library books are returned.

Please ensure that all data on the Leaving Certificate is accurate and in the required format at the time of collection. If you have any further queries with regards to the Withdrawal Process, please contact admissions@oryxschool.qa. If you have any queries with regards to the Fee Schedule, please contact finance@oryxschool.qa.

Withdraw Form

Name of student:	<input type="text"/>	Name of Parent:	<input type="text"/>
Year group and class:	<input type="text"/>	Qatar ID (RP) Number:	<input type="text"/>
Term withdrawing from:	<input type="radio"/> Term 1 (September 2024) <input type="radio"/> Term 2 (January 2025) <input type="radio"/> Term 3 (April 2025)		
Last day attending school:	<input type="text"/>	Transfer Certificate Required:	Yes <input type="radio"/> No <input type="radio"/>
Teacher has been informed:	<input type="text"/>	Report Required:	Yes <input type="radio"/> No <input type="radio"/>
New school name:	<input type="text"/>		
New school contact No.:	<input type="text"/>	School Code (Qatar Schools only):	<input type="text"/>
Party Responsible for payment of fees:	<input type="text"/>		
Future Contact Number and email:	<input type="text"/>		
Reason for Withdrawal:	<input type="text"/>		
Signature:	<input type="text"/>	Date:	<input type="text"/>

For office use only:

Withdrawal Form Received by:	<input type="text"/>	Date:	<input type="text"/>
Financial Obligation of Paying Party:	<input type="text"/>	Refund due to Paying Party:	<input type="text"/>
Paying party will be released from terms of School Agreement on:	<input type="text"/>		
Finance - Received by:	<input type="text"/>	Date:	<input type="text"/>