



The International School Nido de Aguilas — Board Policy C1.05

WITHDRAWAL - TEMPORARY

Temporary withdrawal, considered to be a planned discontinuance of enrollment of more than one month, may be approved by the Headmaster for a period of up to twelve (12) calendar months, upon the recommendation of the divisional principal. A family may request approval for a temporary withdrawal with space reserved upon their return, in which case tuition fees are paid during the absence, or for a temporary withdrawal without space reserved, in which case tuition fees are not paid during the absence. See the conditions applicable for each type of withdrawal below.

The parent or guardian who seeks approval for a temporary withdrawal for a student (or for several students) shall submit a written request to the current divisional principal in which he/she shall specify if the request is for a temporary withdrawal with or without space reserved, list the name of each student to be considered for temporary withdrawal along with an explanation for the planned departure. The request, along with a copy of the response, shall be included in each student's records.

Temporary withdrawal with space reserved

In the case of a temporary withdrawal with space reserved, approval of the request will indicate that:

1. The school shall hold a space in the appropriate grade level for the designated student; however, space in a specific class may be guaranteed (only for students in ECC or ES leaving and returning within an academic year).
2. The student's family shall remain responsible for a one-time payment of the Annual Registration Fee for the given academic calendar year.
3. The student's family shall remain responsible for the tuition fees corresponding to the months of instruction missed during the approved temporary withdrawal period.
4. Upon the student's return to school, the student's family shall remain responsible for paying all applicable Incorporation Fees according to schedule.
5. Upon the student's return to school, the student's family shall provide a report of activities, attendance in another school, and grades, if applicable to Nido.

Temporary withdrawal without space reserved

In the case of a temporary withdrawal without space reserved, approval of the request will indicate that:

1. The school shall not guarantee a space in the appropriate grade level for the designated student. If space is available upon return, the student shall be re-admitted. If space is not available upon the student's return, the student shall be placed at the top of the waitlist for the grade and re-admitted when space is available.
2. The student's family shall remain responsible for a one-time payment of the Annual Registration Fee for the given academic calendar year.
3. The school shall not charge the student's family tuition fees corresponding to the months of instruction missed during the approved temporary withdrawal period.
4. Upon the student's return to school, the student's family shall remain responsible for paying all applicable Incorporation Fees according to schedule.
5. Upon the student's return to school, the student's family shall provide a report of activities, attendance in another school, and grades, if applicable to Nido.



Temporary Withdrawal to Participate in a School-Sponsored Exchange Program

By special arrangement, families may request temporary withdrawal to participate in a formal, school-sponsored exchange program by writing to the appropriate divisional principal. Conditions for this type of withdrawal will be determined on a case-by-case basis, and the Headmaster shall notify the Board of participation in this type of program.

Withdrawal for more than 12 Months

Withdrawal for a period of time longer than twelve (12) calendar months shall necessitate that the student submit a new application in order to be considered for re-admission to the school.

In order to remain eligible for the National Plan/K-12 (F6 or F3a) fee schedule upon the student's return to Nido after an authorized withdrawal for more than one year:

- There must be a joint decision of the Headmaster and Principal approving the withdrawal of the student for more than one year;
- The student's family will be responsible for the payment of an Annual Holding Fee -- equivalent to the Annual Registration Fee -- for every academic calendar year authorized by the Headmaster. This will not guarantee re-admissions to Nido.
- Upon return, the admissions to Nido will not be automatic, and the student will be re-tested for admissions and placement, following the regular application process.

In the event that a student is temporarily withdrawn without the Headmaster's approval for more than three (3) academic months, the school reserves the right to re-test him/her for admission.

Approved: September, 1985

Amended: November, 1998; November, 2016