



ODENSE INTERNATIONAL SCHOOL

HENRIETTE HØRLÜCKS SKOLE

Notice of Withdrawal for Parents with the Same Address

Fill out this form if you need to withdraw your child from Odense International School. Only after both parents have completed and turned in this Notice of Withdrawal form to the OIS office will the withdrawal be officially recorded. It is possible to turn in this form by physically handing it in at the OIS office or by emailing us a copy at: office@hhscole.dk.

Please print.

Student Information

Child's First Name

Please print your child's name as it appears on their passport.

Child's Surname

Please print your child's surname as it appears on their passport.

Child's Date of Birth

Child's Current Class

Do you have joint custody of your child?

☐ Yes

☐ No

Withdrawal Information

Date of Last Day at OIS

Your Future Mailing Address

Please print the House Number, Street, City, Zip Code, and Country.

Reason(s) for Leaving

Is your child aware of the transfer?

☐ Yes

☐ No

Name of Your Child's New School

This information is required by the municipality.

Special Notes

City of Your Child's New School

This information is required by the municipality.



Parent 1 Information

Your First Name

Please print your first name as it appears on your passport.

Your Surname Name

Please print your surname as it appears on your passport.

Your Personal Email Address

Please confirm your personal email address for future communication.

Relationship to Child

- ☐ mother
☐ father

Parent 2 Information

Your First Name

Please print your first name as it appears on your passport.

Your Surname Name

Please print your surname as it appears on your passport.

Your Personal Email Address

Please confirm your personal email address for future communication.

Relationship to Child

- ☐ mother
☐ father

Notice Terms

- School fees are required for the upcoming 3 months in our billing system.
- Deadline for withdrawal notice to avoid school fees for the upcoming school year is 31st March.
- Upon settlement of all outstanding fees and return of books, you may also request a statement of enrolment for the current academic year.
- Please remember to access ManageBac to download your digital copy of your child's progress report(s) before their last day at OIS. You will only have access until your child's last day at OIS.

Agreement

I have read, understand, and agree to the above Notice of Withdrawal terms.

Parent 1 Signature

Date

Parent 2 Signature

Date