



## **WITHDRAWAL POLICY**

If you plan to withdraw your child from National Kindergarten, please review the following guidelines to ensure you are well-informed about the withdrawal policy:

### **Withdrawal Form Submission:**

Please complete the withdrawal form and submit it either by email to [nationalnak@gmail.com](mailto:nationalnak@gmail.com) or in person at our admissions office. This should be done at least four weeks prior to the start of the term.

### **Student Clearance:**

Ensure that all outstanding school fees are settled. You are also required to return any school-issued book or material your child may have borrowed. This step is crucial for your child's clearance from the school.

### **Vacancy Letter for Transfers Within Qatar:**

If your child is transferring to another school within Qatar, we require a vacancy letter from the new school. This document is necessary to facilitate the transfer in the Ministry of Education's system (NSIS).

### **Transcripts:**

We will issue the transfer certificate only after clearance of any fee pending from school office. Please note, any unresolved obligations could lead to the withholding of these documents.

### **Additional Note for Students Leaving Qatar:**

If your child is relocating outside Qatar, be aware that some schools in other countries may require the transcripts to be attested by the Ministry of Education and Higher Education, the Ministry of Foreign Affairs, and the Consulate or Embassy of the country where your child will continue their education.