

	<b>JAPANESE SCHOOL</b>	
<b>Transport Discontinuation Form</b>		

Name of the child: \_\_\_\_\_

ID Number: \_\_\_\_\_ Grade: \_\_\_\_\_ Bus Number: \_\_\_\_\_

Address: \_\_\_\_\_

Transport service to be discontinued from: \_\_\_\_\_ (Date) To \_\_\_\_\_ (Date)

Reason: \_\_\_\_\_

Signature of the parent with name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Residence: \_\_\_\_\_

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**ACKNOWLEDGEMENT**

Received application for discontinuation of transport service for-

Name: \_\_\_\_\_ School: \_\_\_\_\_

ID Number: \_\_\_\_\_ Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Parent Relationship Executive

**NOTE: Transport Discontinuation and Refunds**

1. Service discontinuation (Refer Transport Discontinuation Form AL SAHEL-) will only be accepted by AL SAHEL at the end of an academic term. Parents should provide at least two-weeks' notice to the representative of AL SAHEL in the specified form. If any parent applies for discontinuation before the end of the academic term, no refund will be provided for any unexpired period of that term.
2. In the event of discontinuation on medical grounds (student parents and or child), a letter must be submitted along with the medical reports and discontinuation form for AL SAHEL management consideration. The fee paid can be adjusted for the next term, subject to AL SAHEL management approval.
3. Fee refunds are only applicable in cases where fees for more than one school term have been paid by the parent, and services are not required for the succeeding term(s). Exam and study leave periods do not qualify for fee waiver/refunds.
4. Subject to UAE law or any applicable educational regulatory requirements, no refunds will be provided where there is an interruption, discontinuation or suspension of services due to events which are beyond the reasonable control of AL SAHEL (for example, schools closure or lockdowns).
5. Approved refunds shall be made within 30 days of receipt of the completed form. All payments will be through the account payee cheques (in the name of the parent who had initially paid, or any person authorised by the parent) and not in cash. In cases of payments from the parents employing company, refunds will only be made to the employing company.

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