

## **REFUNDABLE DEPOSIT REQUEST FORM**

Please note that this form needs to be completed and handed to the Principal in order to request the return of your refundable deposit. As per policy, at least 6 weeks' notice needs to be provided before the leaving date, otherwise we are not able to provide the return of your deposit.

The Student Clearance form should then be completed by the learner and school.

DATE: .....

CLASS: .....

FULL NAME(S) OF THE STUDENT: .....

REASON FOR REQUESTING: .....

NAME OF THE BANK : .....

ACCOUNT NAME: .....

ACCOUNT NUMBER: .....

FULL PARENT'S NAME : .....

PARENT'S SIGNATURE: .....

## STUDENT CLEARANCE FORM

**STUDENTS NAME:** .....

As you are leaving the school, you must return all textbooks, library books and any other school property(ies) issued to you, where appropriate. You must ask all your teachers to sign this form to prove that you have done so. You should then return the form to your Homeroom Teacher who will then pass it to the office. If all fees and any other monies due have been paid up to date and there is no missing equipment(s), then your security deposit will be returned, and any school report issued to you.

Subject	Teacher's Signature	Any missing textbook(s) and cost of replacement
English		
Mathematics		
Biology		
Arabic		
Physics		
Chemistry		
Geography		
History		
Art & Design		
ICT		
Sociology		
Computer Science		
Global Perspective		
French		
PE & Swimming		
Kiswahili		
Economics		
Business		
Accounting		
Library Books		
Any Other		

**HOMEROOM TEACHER SIGNATURE:** .....



**CAMBRIDGE**  
International Examinations

Cambridge International School

Cambridge  
International  
AS & A Level

Cambridge  
IGCSE

Cambridge  
Checkpoint

**FOR OFFICE USE ONLY:**

Description	Tick	Note
Fees paid		
Lost equipment		
Relevant budget credited with reimbursement for lost equipment		
Security deposit returned		
Outstanding report card / exam certificate issued		
Any other		