



KING WILLIAM'S COLLEGE

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# King William's College

## Student Withdrawal Policy

Issue date: 09/24  
Last Review Date: 09/24  
Next Review: 09/25

Damian Henderson (Principal)  
Kara Clague (Head of External Relations)

At King William's College and The Buchan School we strive to provide a supportive and stable learning environment for all students. To manage transitions effectively, we have established the following policy regarding student withdrawal:

1. **Notice Period:**
  - a. A minimum of one full term's notice in writing is required if you intend to withdraw your child from King William's College and The Buchan School. This notice should be provided by completing the School's [Final Notice Form](#).
  - b. Notice must be received no later than the first day of the term preceding the term in which your child will be leaving. For example, if your child will be leaving at the end of the summer term, notice must be given by the first day of the term in which your child will be leaving.
2. **Acknowledgment:**
  - a. Upon receipt of your notice, we will acknowledge it in writing within five working days. If you do not receive an acknowledgment, please contact the External Relations Office at [notice@kwc.im](mailto:notice@kwc.im) to ensure your notice has been received.
3. **Fees:**
  - a. If the required notice period is not given, you will be liable for the payment of fees for the following term. This policy allows us adequate time to manage class sizes, staffing, and resources effectively.
4. **Exit Process:**
  - a. Once notice has been received and acknowledged, the Principal or Head of Buchan will arrange an exit meeting to discuss the transition and any outstanding matters.
5. **Refunds and Deposits:**
  - a. Any applicable refunds or return of deposits will be processed according to the School's financial policies, which are available on our website.
6. **Reapplication:**
  - a. Once notice is given, if circumstances change and you wish your child to remain at the School, your child will need to reapply for admission. We cannot guarantee a place will be available.

We appreciate your cooperation in adhering to this policy, which helps us maintain a supportive and consistent learning environment for all students. If you have any questions or require further assistance, please do not hesitate to contact [principal@kwc.im](mailto:principal@kwc.im)