


Departure

Useful information

	TASKS FOR PARENTS	CONTACT & IMPORTANT INFORMATION
AT LEAST 1 MONTH BEFORE DEPARTURE	Complete and submit the online departure form on EDUKA	depart@ifs.edu.sg / +65 6805 0014 Care point: Once you have filled in information regarding your child's departure, click on « Save » at the bottom of the page and then on « Submit form » at the top of the page.
	Make sure with Finance Department that all due amounts have been paid (school fees, canteen, etc.)	invoicing@ifs.edu.sg / +65 6805 0130 Refund of the School Fees Advance (SFA): The notification of departure on EDUKA will launch the SFA refund process. Depending on your account status, the advance will either be deducted from your last invoice or refunded. School fees: if your child leaves in the course of the school year, we remind you that any trimester started is due in full (there is no pro rata). T1 - September to December / T2 - January to March / T3 - April to July Canteen fees: they are pro-rated on a per-month basis (any month started is due in full). AES/AS fees: Only yearly basis activities are refundable at 50% if the departure date is before 15/02/2021 for AS or before the beginning of the 2nd Semester for AES (same date).
AT LEAST 2 WEEKS BEFORE DEPARTURE	Inform the School Transportation Service	ifs@woodlandstransport.com.sg Send an email to Woodlands at least 2 weeks before the departure date.
1 WEEK BEFORE DEPARTURE	Books to return	Ensure all books and textbooks have been returned to the relevant library/3C. Please note: Books/Textbooks not returned or returned in a poor condition will be charged 40 SGD each.
	IFS Email closure	Your child's Email account/Google drive will be closed 1 month after the departure. Please save any important document he would like to keep. Useful links: https://takeout.google.com/ https://support.google.com/accounts/answer/3024190?hl=en
DEPARTURE DATE = LAST DAY OF SCHOOL	School file and Withdrawal Certificate Pronote school reports to save	The Withdrawal Certificate (Exeat) can only be issued if the family/company has paid all due amounts and all books/textbooks have been returned.  Due to the current sanitary situation, the Withdrawal Certificate will be sent to you by EMAIL on the last day of school. If we have other documents to return to you as part of the school file, they will be given to your child. The current year's term reports will be available on Pronote until the end of the school year (Pronote database is reset at the beginning of each school year). For previous years, in case of loss, we will be able to provide a copy of the reports if necessary.