


	Tasks	Contact & important information
At least 1 month before the departure	Complete and submit the online departure form on EDUKA	depart@ifs.edu.sg / +65 6805 0014 Please note: Once you have filled in the information on the departure form, click on « Save » and « Submit form » on the top of the page to enable IFS to process the file.
	Ensure with the 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 the departure after having submitted the file on EDUKA will launch the SFA refund process. Depending on your account status, the advance will either be deducted from your last invoice of refunded. School fees: If your child leaved 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 fees: Only yearly basis activities are refundable at 50% if the departure date is before 31/01/2027
At the latest 2 weeks before the departure	Inform the school transportation service	ifs@comfortdelgrobus.com.sg Send an email to ComfortDelGro as soon as possible and at the latest 2 weeks before the departure date.
1 week before departure	Book/Textbook	Ensure all books and textbooks have been returned to the relevant library. Please note: Books/textbooks not returned or returned in a damaged condition will be billed 40 SGD each .
	Chromebook	For the concerned student: Go to the IT office of the Secondary campus (Room G101) to return the complete Chromebook kit (with charger and stylus), no later than the day before departure . Please note: Any Chromebook kit not returned/returned partially or damaged will be billed in accordance with the Financial Regulation related to the Student Contract.
	IFS Email closure	Your child's Email account/Google Drive will be closed 1 month after the departure. Please save any important document he/she would like to keep. Useful links: https://takeout.google.com/ https://support.google.com/accounts/answer/3024190?hl=en Your child's PIX account will no longer be accessible with his/her IFS email address. For more information : click here (document in French).
	Refund of the canteen card balance for secondary students	High School students must present their card at the "petit bistro" and Middle School students at the "vie scolaire". Refunds will be issued in cash only . Any unclaimed balance before the last day of school will be donated to the Humanitarian Group.
Departure date = last day of school	Parent's badges	They must be submitted to the Reception before the last day of class.
	School file and Withdrawal certificate	School file: All documents relating to the student's schooling in IFS are available on Eduka. For enrolments prior to the Eduka digital solution, the Admissions Department will contact you if paper documents need to be returned to you. Withdrawal Certificate (Exeat) can only be issued if the family or the company has paid all due amounts and all books/textbooks/Chromebook have been returned.  The Withdrawal certificate will be uploaded on EDUKA on the last day of school that you fill in on the departure form subject to the above-mentioned conditions. The current school year's reports will be available on Pronote until your child's last day of school (Pronote database is reset at the beginning of each school year). Don't forget to upload them. From the 2021-2022 school year, reports are available on Eduka by the secretariats of the respective schools. For previous years, in the event of lost school reports, contact: secadjoint@ifs.edu.sg

