



# International Student Program Notification of Early Program Departure (Student Returning to Home Country)

Today's Date (Example: JAN-01-2019): \_\_\_\_\_

Date of Departure (MMM-DD-YYYY): \_\_\_\_\_

*(Your school will cancel any academic/attendance records after this date for students returning home.)*

<b>OFFICE USE ONLY</b>				
ISP Student Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### STUDENT INFORMATION

Legal Last Name: \_\_\_\_\_ Legal First Name: \_\_\_\_\_

English Name: \_\_\_\_\_ Birthdate (MMM-DD-YYYY): \_\_\_\_\_

Current BSD School: \_\_\_\_\_ Current Grade (this school year): \_\_\_\_\_

Student's Email: \_\_\_\_\_

### REASON FOR EARLY DEPARTURE:

\_\_\_\_\_

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### \*\*\* IMPORTANT NOTICE \*\*\*

Students will be removed from the International Student Program medical insurance plan and their Study Permit will no longer be valid. **Students who do not complete their school program may risk not receiving final marks for their courses.**

Student Legal Name: \_\_\_\_\_ Parent/Custodian Legal Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent/Custodian Signature: \_\_\_\_\_

**Please email this form along with any required documents to the International Education Department at [international@burnabyschools.ca](mailto:international@burnabyschools.ca).**

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### OFFICE USE ONLY – DO NOT COMPLETE:

Name of International Student Assistant (ISA) passing on request: \_\_\_\_\_ Date: \_\_\_\_\_

International Education Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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Secondary: VP-Intl + SISOP + ISA + Medical + Langara Homestay

Emailed By: \_\_\_\_\_ Date: \_\_\_\_\_

Elementary: Principal + Secretary + Medical + Elementary Placement

Emailed By: \_\_\_\_\_ Date: \_\_\_\_\_

Uploaded Sent Email to School by: \_\_\_\_\_

<p><b>PROCEDURES/DOCUMENTS (check if apply):</b></p> <p><input type="checkbox"/> Updated TN database</p> <p><input type="checkbox"/> Issued Letter to CIC</p> <p><input type="checkbox"/> Uploaded Sent Notification Email to School</p>
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