



DOWEN COLLEGE LAGOS

Our Withdrawal Policy

1. This policy applies to all parents.

2. Purpose

Dowen College is committed to the provision of excellent educational services for its students. The withdrawal policy specifies the expectations of the school in case of withdrawals before the completion of a student's secondary school education.

3. The following applies:

- a. Before a student can be withdrawn, the school requires a term's notice or a term's fees in lieu of notice. Where there is a default such student shall not be issued transcript nor transfer certificate and letter of recommendation
- b. Notices of withdrawal submitted at the end of a term which is effective from the next term cannot be accepted as a term's notice i.e., a child who wishes to withdraw in the Easter term should give notice at the beginning of the Christmas term, or one that does not wish to resume in a new session must give notice of withdrawal at the beginning of the summer term.
- c. Otherwise, a term's fees in lieu of notice shall be paid.

4. Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances as approved by the Board of Governors:

- a. Changes in legislation and / or government guidance
- b. As a result of any other significant change or event.

Signed : Principal / Head of School: Mrs. Adebisi Layiwola Date: 30th Aug., 2021

